W2 Consent/Withdrawal Consent Instructions
Via Online Center

1. Access the Internet using a browser (i.e. Internet Explorer)
2. Type WWW.GRCC.EDU [enter]
3. Click the link “Online Center Login”

4. Log in with your User ID (W#) and password
5. Click the [+ next to GRCC Employee
6. Click the [+ next to Employee W-2 forms & consent
7. Click on W-2 Form Consent

To Consent
8. Read the text box
9. [√] Check the box to consent and press [Submit]. You will receive an email with the subject “Consent confirmation”.
10. You will be prompted for your PeopleSoft password. Type in your password and press [Continue]. The password serves as a digital signature.
11. Upon successful login, a message will be displayed “The Submit was successful” and press [OK]

To Withdrawal Consent
1. Read the text box
2. Your current status should read “Consent received”
3. [√] Check the box next to “Consent here to withdraw your consent to receive electronic W-2 and W-2c forms” and press [Submit]. You will receive an email with the subject “Withdrawal confirmation”.
4. You will be prompted for your PeopleSoft password. Type in your password and press [Continue]. The password serves as a digital signature.
5. Upon successful login, a message will be displayed “The submit was successful”, and press [OK]