

## View and/or Print Electronic W-2 Instructions

1. Access the college's web page at [www.grcc.edu](http://www.grcc.edu)
2. Click the link for the "Online Center"



3. Log in with your User ID (W#) and password
4. Select the Employee W2 Forms and Consent tile
5. Click on View W-2/W-2c Forms
6. You will see two links:

Select Year End Form					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2011	GRC	W-2	10/10/2012	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

7. To view your W-2, click on the **Year End Form** link. The W-2 will open in a new window.
8. To view the W-2 instructions, click on the **Filing Instructions** link. The Filing Instructions will open in a new window.

Note: You may see a Yellow Bar appear on the screen. The message varies based on the browser used, but it will contain the word "Pop-up". If that happens, do the following:

- a. For Internet Explorer, select **Click here...** and then **temporarily allow Pop-ups**.
- b. For Firefox, select **Options** and then **Show...**

9. Print using your computers default print settings.