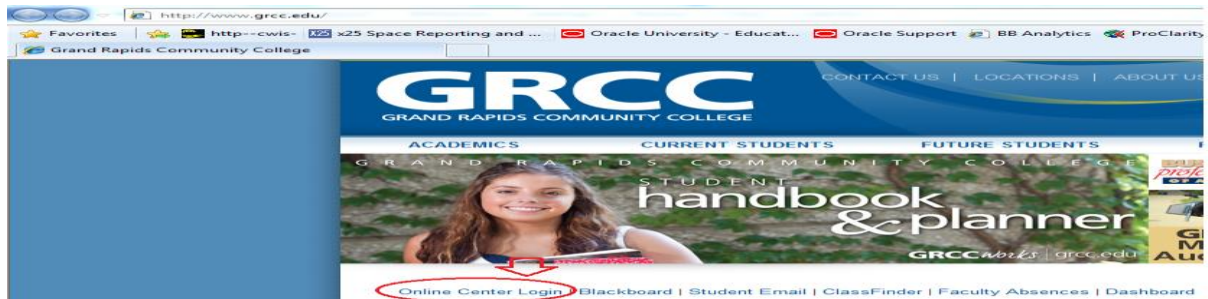


W2 Consent/Withdrawal Consent Instructions

1. Access the college's web page at 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

To Consent

5. Verify the first line of text reads "You will receive W-2 or W-2c paper forms by mail", and read the text box.
6. **[v]** Check the box to "I consent to receive W-2 or W-2c forms electronically", and press **[Submit]**.

7. You will be prompted for your PeopleSoft password. **Type in your password** and press **[Continue]**. The password serves as a digital signature.
8. First line of text will change to "You will receive W-2 or W-2c forms electronically".
9. You will receive an email with the subject "W-2 Consent confirmation".

To Withdrawal Consent

1. Verify the first line of text reads "You will receive W-2 or W-2c forms electronically", and read the text box.
2. **[v]** Check the box next to "I withdraw my consent to receive W-2 or W-2c forms electronically" and press **[Submit]**.
3. You will be prompted for your PeopleSoft password. **Type in your password** and press **[Continue]**. The password serves as a digital signature.
4. First line of text will change to "You will receive W-2 or W-2c paper forms by mail".
5. You will receive an email with the subject "Withdrawal confirmation".