## **Steps to Complete the W-2 Electronic Consent**

1. Go to <u>www.bsc.edu</u>, click on the MyBSC, and then click on the TheSIS link.



2. Type in your username and password. Submit.

Birmingham-Southern	ÖLLEGE	)- )
<b>The<mark>SIS</mark></b>	LOG IN   MAIN MENU   CONTACT US	
	Welcome Guest	
	Log In	
User ID:		
Password:		
	SUBMIT	

3. Select the "Employees" tab.

Birmingham-Southern Colle TheSIS	GE	LOG OUT   MAIN MENU	CONTACT US
		Students	
Welcome		Faculty	
Scheduled The SIS Downtime: Daily	×	Employees	
2 AM - 6 AM Central Time for backups and maintenance	/	Advisors	

- 4. Select "W-2 Electronic Consent" on the left side of your page.
- 5. Click on first block to agree to receive your W-2 electronically. Submit. Log out.

