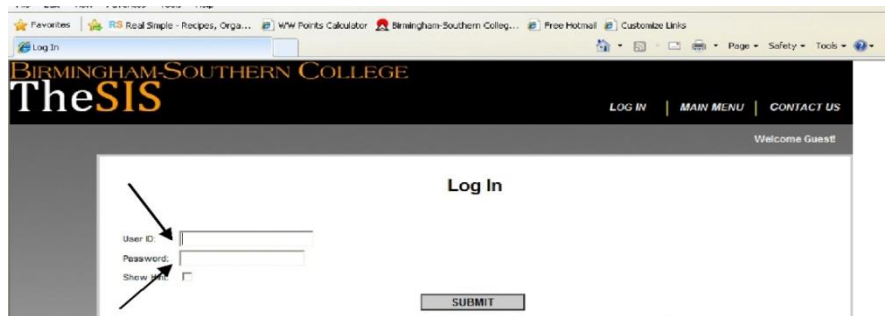


# Steps to Complete the W-2 Electronic Consent

1. Go to [www.bsc.edu](http://www.bsc.edu), click on the MyBSC, and then click on the TheSIS link.



2. Type in your username and password. Submit.



3. Select the "Employees" tab.



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.

