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.