INSTRUCTIONS TO PRINT OUT EMPLOYEE W2

1) Log in to LOLA
2) Click “Bossier Parish Community College” under Self Service
3) Click the Employee Tab
4) Click Tax forms
5) Click W-2 and Tax Statement
6) Select the year you want to view
7) Click Display
8) Click Printable W-2
9) Print. Please make sure the print in landscape format so all boxes will show

INSTRUCTIONS TO CHOOSE OR UNCHOOSE ELECTRONIC W2

1) Log in to LOLA
2) Click “Bossier Parish Community College” under Self Service
3) Click the Employee Tab
4) Click Tax forms
5) Click Electronic W-2 Consent
6) Check to elect or uncheck to deselect “my choice”
7) Click Submit