



MOTT COMMUNITY
COLLEGE

Electronic Consent & Viewing W-2s Online

My Backpack Overview

- Direct Deposit
 - Ability to add new, change current, and end current direct deposits
 - Changes still need to pre-note
- Earnings Statement
 - Online access to your pay advices
- W-2 Electronic Consent
 - Allows you to view your W-2 online
- W-2 Statements
 - Online versions of your W-2




Logging into My Backpack

Step 1:
Log into MCC4ME

Step 2:
Click MY BACKPACK
found on the right
side of the screen

Step 3:
Log into
MY BACKPACK

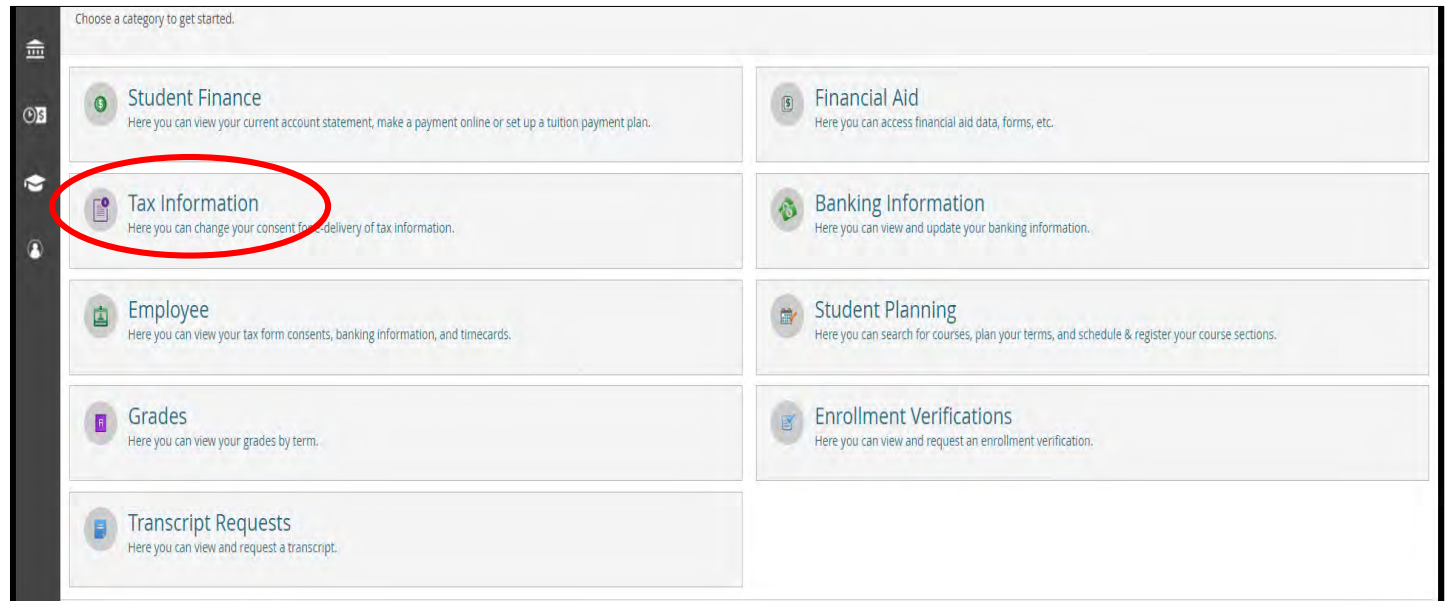


The screenshot shows the MCC4ME website interface. At the top, there is a yellow banner with the MCC4ME logo. Below the banner, there are several sections: a left sidebar with a calendar for March 22-24, a central area with a '2017 Bee Symposium' announcement and 'MY MOTT APPS' section, and a right sidebar with 'Applications Available Anywhere'. The 'MY BACKPACK' link in the right sidebar is circled in red. Below the main content area, there is a yellow banner for 'MY MOTT COMMUNITY COLLEGE BACKPACK' with a 'Sign in' section. The sign-in section includes a prompt to enter a username and password, and a 'Sign in' button.



Electric Consent/Viewing W-2

Step 1:
Click on Tax
Information



Electronic Consent/Viewing W-2

It will default to the W-2 information. To switch between W-2, 1095-C, and 1098 switch tabs. To view W-2, click on link. It will open in a new tab. Either print to a printer or print to a PDF to save the document.

Tax Information

W-2 Information 1095-C Information 1098 Information

You have opted to receive your W-2 in electronic format. [Change Preferences](#)



Receive my W-2 only in electronic format

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

W-2 Statements

Tax Year	Notation
2017	2017 W-2 Statement
2016	2016 W-2 Statement
2015	2015 W-2 Statement

Electronic W-2 Consent History

Date	Consent Status
3/11/2016 3:33:08 PM	Consent Given



Electric Consent/Viewing W-2

- Additional Information
 - To opt-in to electronic, click change preferences and choose to opt-in
 - You will be able to see all history for electronic W-2s after opting in
 - When opted in, no paper W-2 will be printed
 - To opt-out after opting-in, click change preferences and choose to revoke/opt-out
 - You may opt-out at anytime
 - If you opt-out after paper W-2s are printed, you will not receive one automatically for that current year
 - You may have to check your browser settings to ensure it allows you to download PDF from the web, as well as disable any pop-up blockers



Payroll Contacts

- Stephanie Pomper
 - Phone: (810) 762-0524
 - Email: stephanie.pomper@mcc.edu
 - Location: Curtis-Mott Building, Room 1117I

- If Stephanie's unavailable and you have an emergency situation, contact Brenda Phillips
 - Phone: (810) 762-5621
 - Email: brenda.phillips@mcc.edu
 - Location: Curtis-Mott Building, Room 1117Q

