

## [SeeMyW2](#)

SeeMyW2 is a convenient way for Bowdoin College employees to access an online copy of their original W2 form.

You can access the SeeMyW2 link from the Payroll website as well as from the Payroll & Tax Information section of HRforYou self service. However, SeeMyW2 is a completely separate Ceridian product and is not integrated into HRforYou. Because your W2 form contains your social security number and sensitive salary information, a separate and unique password is required as a security safeguard.

**PLEASE NOTE: SeeMyW2 password requirements are different from your Bowdoin email and HRforYou password requirements, and are very specific.**

- Your SeeMyW2 password must be at least 7 characters long.
- It cannot contain your log on username (exact or partial match).
- It **MUST** contain at least one letter, one number, and one of the following special characters: \$ & # \_ ! @ % ^ \* ( ) - = + ~ | : ; < , > , ? /
- It cannot contain any double repeated characters (e.g., ss, nn oo, etc.).
- It cannot contain any of these characters: ‘ “ `

Please follow these instructions to access your W2 information:

1. When you click on the URL for the first time, you will not have a user name or password and will have to create them. You will register and create your account by going through the three step self-service registration process. Click on: **If you would like to register based on W2 documents click here.**

If you do not already have a password, you can create an account by going through the 3-step self service registration process. During this process you will provide information that allows us to validate who you are, based on the documents that we have on file. You can then create a username and password you can use to login and begin viewing your documents.

Since the information you enter will be validated against the documents that we have on file, the first step is to decide what type of document you would like to use to validate your registration information.

- If you would like to register based on W2 document(s), [click here.](#)

- The following screen will be displayed:

**Self Service Signup Using Your W-2**

You have selected to sign up by validating your information against W-2s that we have on file for you. The information you enter below must match against a W-2 for this tax year or a previous tax year. Once you have filled out all fields, click the submit button to register.

\* Company Access Code:  Provided by your employer

\* First Name:  Upper or lower case

\* Last Name:  Upper or lower case

\* SSN:  Digits only

\* Zip Code:  Digits only (xxxxxx or xxxxxxxxxx)

[Submit](#)

- You must enter the company access code: W2BOWD
- Enter your first name, last name, social security number, and zip code of your home address. Do not use dashes when entering your social security number or zip code. Click on the Submit button. Ceridian will verify that they have your W2 information based on a combination of these four required fields.
- Now create your own SeeMyW2 account. Enter a user name (up to 10 characters; may be the same as your Bowdoin email username). Create a unique password using the guidelines above and remember to include a password reminder. Review your information before agreeing to the terms and conditions, then click on Submit.

**Create Account**

We have verified your information. You may now create an account that you can use to come back and view all your documents.

\* User ID:

\* Password:  [Click Here for more information.](#)

\* Password:  Enter same password as above

\* E-mail address:

In case you lose your password, the following password hint will be e-mailed to you.

\* Password hint:

Please read the Terms & Conditions Statement below before creating an account.

**Terms and Conditions of Use**

1. Service Definition and Service Selection

This service has been established to provide employees access to their W-2 information on Ceridian's private and secured servers for the

I have read the Terms & Conditions Statement and agree to them.

[Submit](#)

6. You will now be returned to the Welcome page. On the top left column, enter the Log in (user name) and password you just created for your SeeMyW2 account.



changing the world of work CERIDIAN freedom

Welcome to Bowdoin College [Help?](#)

Username   
Password

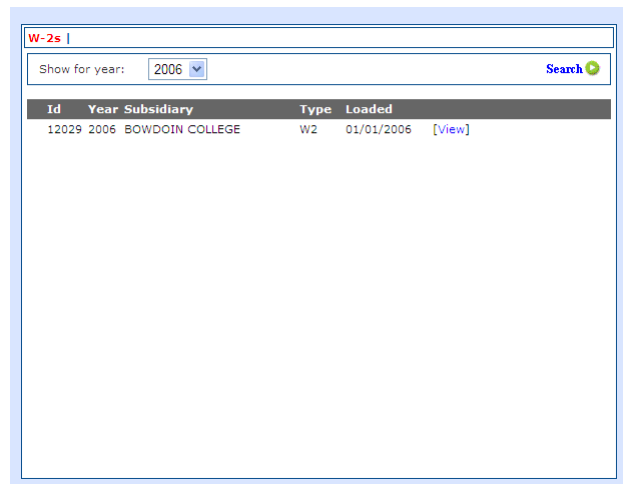
If you do not already have a password, you can create an account by going through the 3-step self service registration process. During this process you will provide information that allows us to validate who you are, based on the documents that we have on file. You can then create a username and password you can use to login and begin viewing your documents.

Since the information you enter will be validated against the documents that we have on file, the first step is to decide what type of document you would like to use to validate your registration information.

- If you would like to register based on W2 document(s), click here.

Click here to see the Terms and Conditions Statement  
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7. Your W2 information will be displayed with the most recent year listed first.

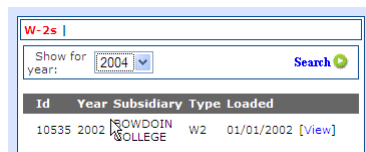


W-2s

Show for year: 2006 Search

Id	Year	Subsidiary	Type	Loaded
12029	2006	BOWDOIN COLLEGE	W2	01/01/2006 [View]

8. To view the year displayed, simply click on [View]. Adobe Acrobat software will load and a .pdf version of your W2 will be displayed (and can be printed). To select a different year other than the most recent year, click on the drop down box and select the year you would like. Then click on Search to locate the information. Click [View] to display the .pdf version of that year's W2.

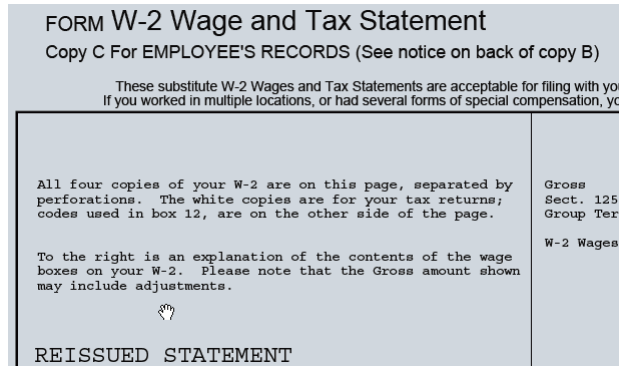


W-2s

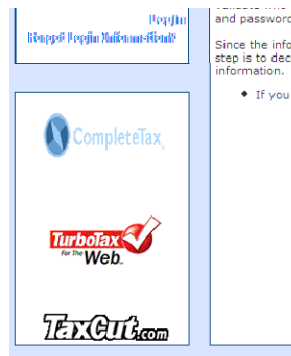
Show for year: 2004 Search

Id	Year	Subsidiary	Type	Loaded
10535	2002	BOWDOIN COLLEGE	W2	01/01/2002 [View]

Please note that your W2 will look exactly like the original except it will indicate that it is “reissued”



9. You may click on one of the three tax processing logos on the left side of your screen: (CompleteTax, TurboTax, or TaxCut) and you will be connected to the company's website. You may purchase the tax software online and elect to have your W2 information automatically flow into your tax documents. Or if you already own one of these tax processing software packages, when prompted for your W2 information, you may import it from SeeMyW2 by entering your payroll provider as Ceridian and entering your SeeMyW2 username and password.



10. The left side of the screen also displays a menu to: access your account information (and change your password); view account history (verify when you last accessed your account); download Adobe Acrobat Reader if you do not already have it loaded on your computer; contact information if you need assistance in using SeeMyW2; and log out of SeeMyW2.
11. Be sure to retrieve your W2 promptly from a public access printer. Log out of SeeMyW2 and close your browser when you are finished.

Please click [here](#) to access SeeMyW2.