

# Electronic W2s (2019) Instructions

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- The background of the page features a large, light purple watermark of the Miles College logo. The logo is circular with a laurel wreath border. Inside the circle, the word "MILES" is at the top and "COLLEGE" is at the bottom. The center contains a shield with a scale of justice and a book. Below the shield is a banner that reads "Founded 1898".
- Step 1: Go to [www.Miles.edu](http://www.Miles.edu) (please use the chrome browser)
- Step 2: Go to Employee (Top of page) stroll down to Bears Den
- Step 3: Log IN: (User ID which is your employee # 630 number)  
Password: (Use in Bear's Den) or  
First time logging into Bear's Den is your (2-digit birth month, 2-digit birthday day and last 2-digits for your birth year) will be your password
- Step 4: Select I accept
- Step 5: Employee Info Center (left)
- Step 6: Stroll down to Electronic Document Consent
- Step 7: Electronic W2s (from Bar)
- Step 8: Select add record (right)
- Step 9: Report Year enter 2019
- Step10: Click "yes" to all questions
- Step 11: Select "Add"
- Step 12: Click employee info center (left side)
- Step 13: Select "My W2" (under payroll)
- Step 14: Enter 2019 in payment year
- Step 15: Click Continue
- Step 16: View My W2
- Step 17: Select 2019 w2 pdf (will automatic download)
- Step 18: Print copy of W2

If you are still having trouble please contact Mrs. Bender, Director of Human Resource at 205-929-1440 or Marcedia Bolden, Budget Analyst at 205-929-1439.