



EMPLOYEE W-2 ACCESS FOR 2020

The Conexus Employee Self Service Portal is now the primary access point for all employee documents including the 2020 W-2 wage statements.

If you have not previously accessed the Conexus Employee Self Service Portal, please see steps outlined below. The registration process is quick and easy and can be done from any internet connected PC, Notebook, or Cell phone.

While all employees will receive a mailed paper copy of their W-2 Postmarked by Jan 31, 2021, we will also make them available through the employee service center portal.

Beginning on or before Jan 31st 2021, you will be able to retrieve your W-2 by navigating to the employee service center located at this URL

Navigate to: <https://key-ep.prismhr.com/#/auth/login>

The following screen will display:

A screenshot of the Conexus Employee Self Service Portal login/registration screen. The page features the Conexus logo at the top. Below the logo are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields are two buttons: "Log In" (blue) and "Register" (grey). A red arrow points to the "Register" button. Below the buttons are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the page, there is a "Language" dropdown menu set to "English".

Click the **"Register"** button to open the Registration screen.

Enter your **Last Name, Social Security Number, Personal Email**, create **Username** and **Password** (*This will be your login information for future access*).



a. Password Requirements:

- i. Must be at least eight characters long.
- ii. Must be different from Username.
- iii. Must have at least 1 uppercase letter, 1 lowercase letter and at least 1 number.

New User Registration

* Last Name

* Social Security Number (EIN Also Accepted)

* Personal Email

* Username

* Password

* Confirm Password

[Return To Login](#)

Click the **“Register”**

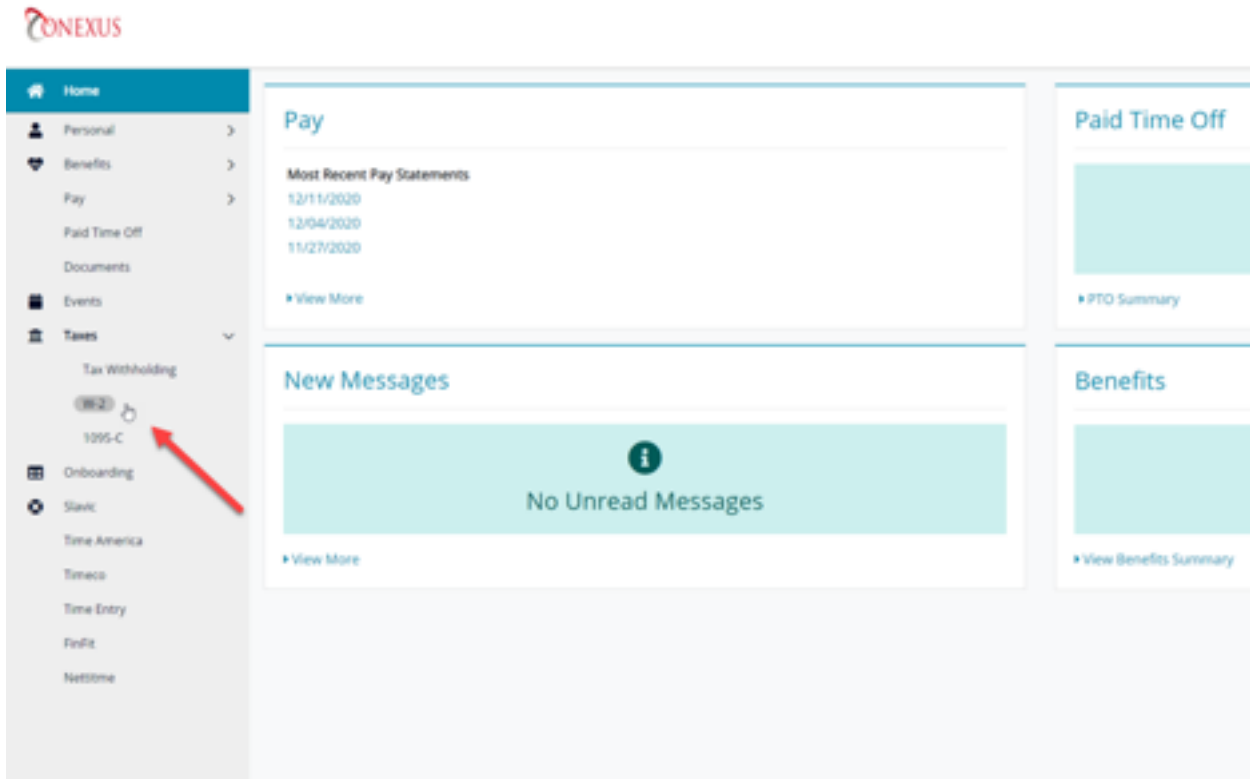
Once the Registration process is completed, the system will prompt you to the main Login screen.

Enter your **Username** and **Password** and click **“Log in”**.

IF FOR ANY REASON YOU ARE NOT ABLE TO MOVE PAST THIS POINT AND COMPLETE REGISTRATION IT MAY BE DUE TO AN INCORRECT SPELLING OF YOUR LAST NAME OR INCORRECT SOCIAL SECURITY NUMBER. PLEASE CONTACT CLIENT SUPPORT AT: Conexusw2@keyhro.com or call (833) 656-7496 FOR ASSISTANCE IN CORRECTING THIS INFORMATION AND REGISTERING



Once you have successfully registered and logged into the Employee Self Service Portal, you will be able to navigate to the tax link and retrieve your 2020 W-2 Wage statement.



You will have access to previous years W-2s as well from the drop-down menu

