



## W-2 INFORMATION

**W-2s will be mailed out, on or before January 31, 2024. Your W-2 will be available in your employee portal starting at 12 noon January 19, 2024.**

**To retrieve your W2 Online - Please sign on to:**

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

If you are not already registered to the employee portal, you will need register first. To Register you will need to enter your Last Name, Social Security number and Email Address that matches your employee record. See example below.

If you already have an account you can enter your Username and Password and click **Log In**.

If you have problems, Please reach out to the Hotline for assistance : (844) 482-7377

The image contains two side-by-side screenshots of the CONEXUS employee portal. The left screenshot shows the login page with fields for "Username" and "Password", and buttons for "Log In" and "Register". A red arrow points to the "Register" button with the annotation "First time to the site click on Register". The right screenshot shows the "New User Registration" page with fields for "Last Name", "Social Security Number (EIN Also Accepted)", "Personal Email", "Username", "Password", and "Confirm Password". Red arrows point to each of these fields with the following annotations: "Last Name and SSN number must match what is on employee record in system.", "Use personal email address not work email if possible.", "Create username and password for future log in", and "Click Register once filled out". At the bottom of the registration page are buttons for "Register" and "Return To Login".

**You will need to have a personal email address to receive password resets and verification.**



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# HOW TO VIEW ELECTRONIC VERSION OF W-2

Once you are logged into the Employee Portal, see left-side menu for **TAXES** click on this option to view current and past years.

A screenshot of the Key HR Employee Portal interface. On the left is a vertical navigation menu with icons and labels: Home, Personal, Benefits, Pay, Paid Time Off, Events, Taxes (highlighted with a red arrow), Tax Withholding, W-2 (highlighted with a red arrow), 1095-C, Wages On-Demand, and BlueStar. The main content area has a blue header with "Home" and "W-2" tabs. Below the header, the title "W-2" is displayed. The main section is titled "Download Your W-2" and contains the instruction: "Select a year/employer from your available W-2's and click the download button." Below this is a dropdown menu labeled "Select One" with a red arrow pointing to it and a text note: "Click on the drop down option to select the Year." To the right of the dropdown is a blue button with a white download icon.