



## W-2 Processing Expectations

**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

**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.

The screenshot displays the 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 breadcrumb trail 'Home > W-2' and a title 'W-2'. Below the title is a section 'Download Your W-2' with the instruction 'Select a year/employer from your available W-2's and click the download button.' A red arrow points to a dropdown menu labeled 'Select One' with a download icon. A text box next to the arrow says 'Click on the drop down option to select the Year.'