

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 displays two screenshots of the ONEXUS 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 text "First time to the site click on Register". The right screenshot shows the "New User Registration" form with fields for Last Name, Social Security Number (EIN Also Accepted), Personal Email, Username, Password, and Confirm Password. Red arrows point to each field 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". A red arrow also points to the Register button with the text "Click Register once filled out".

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

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 navigation menu with items: Home, Personal, Benefits, Pay, Paid Time Off, Events, Taxes, Tax Withholding, W-2, 1095-C, Wages On-Demand, and BlueStar. The 'Taxes' and 'W-2' items are highlighted with red arrows. The main content area shows a breadcrumb trail 'Home > W-2' and a section titled 'W-2' with the heading 'Download Your W-2'. Below the heading is 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' which has a download icon on its right. To the right of the dropdown, a red arrow points to the text: 'Click on the drop down option to select the Year.'