

Receiving Your W-2 Electronically

Employees of G&A Partners' clients may choose to receive their W-2 electronically via Prism instead of receiving a copy via mail.

Benefits of receiving your W-2 electronically:

- **Earlier access to your W-2.** Electronic W-2s will be available for download on or before Jan. 31 of each year, while paper W-2s are not required to be mailed until Jan. 31 and may take a couple of weeks for delivery.
- **Electronic W-2s offer more security.** Because they are mailed, there is the possibility that paper W-2s might be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Electronic W-2s, on the other hand, are stored in the same, easy-to-use, secure, and password-protected platform that you already use to access your paystubs and other payroll information, even if you are away from your home/residence.
- **Electronic W-2s offer more convenience.** Many online tax preparation programs offer the ability to import a copy or photo of your W-2. Electronic W-2s make it easier than ever to take advantage of this option.

How to register to receive your W-2 electronically:

You can register to receive your W-2 electronically using Prism, G&A Partners' online payroll portal.

For your 2022 W-2 to be available electronically on or before Jan. 31, 2023, you must complete the electronic W-2 registration process before Dec. 31, 2022.

IMPORTANT: If you have previously registered to receive your W-2 electronically, you do not need to register again as the election to receive your W-2 electronically remains in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to accesshr@gnapartners.com.

To register to receive your W-2 electronically, follow the instructions below:

1. Visit <http://www.gnapartners.com/login> and click the “Prism Login” button.

Login

Use the buttons below to log into the technology platform your company uses. If you're not sure which platform your company uses, please contact AccessHR at 1-888-414-3466 or accesshr@gnapartners.com.

AccessHR is open 7:30 a.m. to 7:00 p.m. Central Time, Monday through Friday.

WorkSight

[WorkSight Login](#)

[Instructions: Accessing Your W-2 Statement Electronically \(WorkSight\)](#)

Prism

[Prism Manager Login](#)

[Prism Employee Login](#)

[Instructions: Accessing Your W-2 Statement Electronically \(Prism\)](#)

Former Employer Advantage clients/employees

[Employer Advantage Login](#)

Former XMI clients/employees

[XMI Application Login](#)

Former Pay Pros clients/employees

[Pay Pros Login](#)

2. Enter your username and password and click “Sign In.”

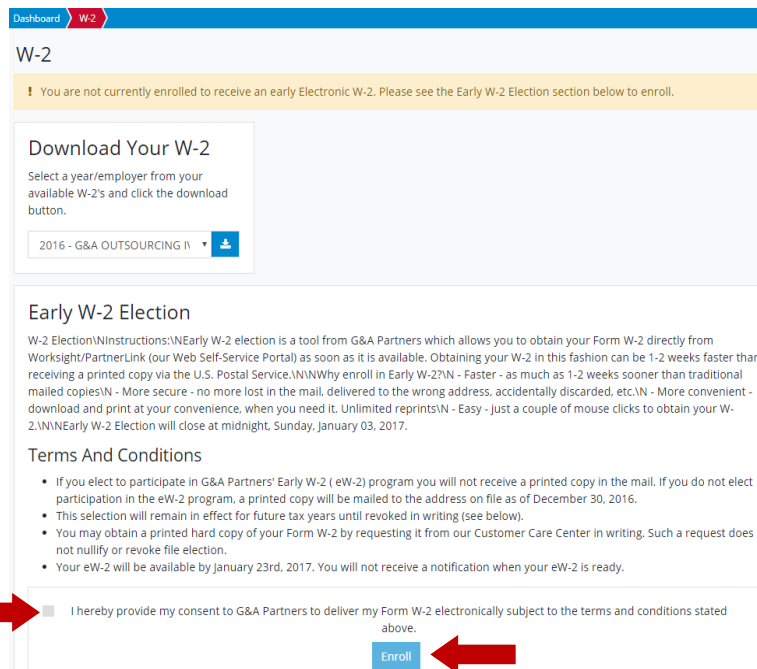
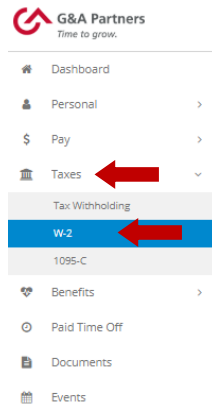


Username
Password

[Sign In](#)

For help retrieving your username or password, contact our AccessHR at 1-866-497-4222 or accesshr@gnapartners.com.

3. Click “Taxes” in the left menu of the dashboard, then click “W-2.”




Dashboard **W-2**

W-2

! You are not currently enrolled to receive an early Electronic W-2. Please see the Early W-2 Election section below to enroll.

Download Your W-2

Select a year/employer from your available W-2's and click the download button.

2016 - G&A OUTSOURCING IN 

Early W-2 Election

W-2 Election\NInstructions:\NEarly W-2 election is a tool from G&A Partners which allows you to obtain your Form W-2 directly from Workright/PartnerLink (our Web Self-Service Portal) as soon as it is available. Obtaining your W-2 in this fashion can be 1-2 weeks faster than receiving a printed copy via the U.S. Postal Service.\NWhy enroll in Early W-2?\N - Faster - as much as 1-2 weeks sooner than traditional mailed copies\N - More secure - no more lost in the mail, delivered to the wrong address, accidentally discarded, etc.\N - More convenient - download and print at your convenience, when you need it. Unlimited reprints\N - Easy - just a couple of mouse clicks to obtain your W-2.\NNEarly W-2 Election will close at midnight, Sunday, January 03, 2017.

Terms And Conditions

- If you elect to participate in G&A Partners' Early W-2 (eW-2) program you will not receive a printed copy in the mail. If you do not elect participation in the eW-2 program, a printed copy will be mailed to the address on file as of December 30, 2016.
- This selection will remain in effect for future tax years until revoked in writing (see below).
- You may obtain a printed hard copy of your Form W-2 by requesting it from our Customer Care Center in writing. Such a request does not nullify or revoke file election.
- Your eW-2 will be available by January 23rd, 2017. You will not receive a notification when your eW-2 is ready.

☒ I hereby provide my consent to G&A Partners to deliver my Form W-2 electronically subject to the terms and conditions stated above.
Enroll

4. You will see a yellow box toward the top of the “W-2” screen informing you that you are not currently registered for the eW-2 program (as shown below). Scroll down to the “Early W-2 Election” section at the bottom of the screen, check the box giving G&A Partners consent to deliver your W-2 electronically, and then click “Enroll.”

You are now registered to receive your W-2 statement electronically!

Your request to receive your W-2 electronically instead of via mail will remain in force until you revoke it. If you no longer wish to receive your W-2 electronically, you must submit a request in writing to accesshr@gnapartners.com.

How to access your W-2 electronically:

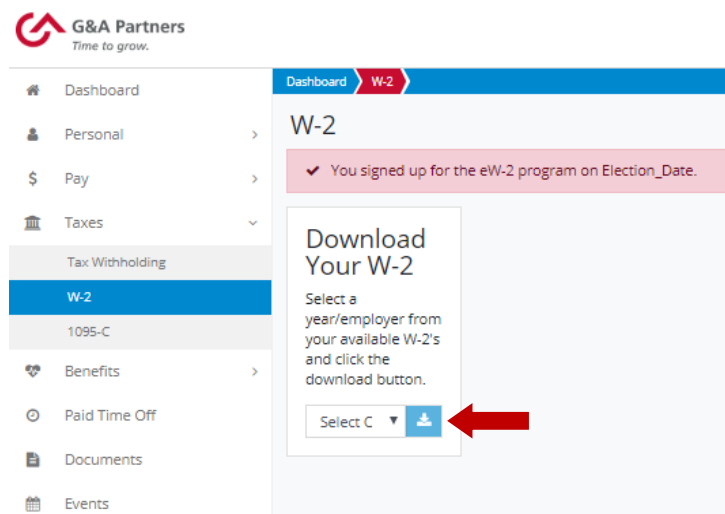
2022 W-2s will be available in Prism by Jan. 31, 2023, for all employees who completed the electronic W-2 registration process before Dec. 31, 2022.

To download your electronic W-2, follow the instructions below:

1. Follow the same steps provided in the “How to register to receive your W-2 electronically” section of this document to log into Prism and access the “W-2” menu in the dashboard.

For assistance in retrieving your username or password, please contact AccessHR at 1-866-497-4222 or accesshr@gnapartners.com.

2. You will now see a red box toward the top of the “W-2” screen informing you that you have already signed up for the electronic W-2 (eW-2) program. To download a copy of your W-2 statement, choose the year that corresponds to the W-2 you are trying to access (usually the most recent previous calendar year) and click the download icon.



3. A PDF file titled “W2” should immediately begin to download to your computer.

