



Dear Valued Employees,

At G&A Partners, providing world-class customer service to our clients' employees is part of our DNA. We currently work with your employer to provide HR services through a co-employment model. As part of that service, we handle your payroll and tax withholdings.

We're excited to share that if you registered to receive your 2023 W-2 electronically, you may now access your form online via WorkSight. In this email, you'll find the following helpful information:

- How to access your W-2 electronically
- How to determine whether you registered for an electronic W-2
- How to reset your WorkSight password
- How to use chat to help access your W-2
- W-2 Frequently Asked Questions (FAQ) webpage

How to access your W-2 electronically

To download your 2023 W-2 in WorkSight, please follow the steps below:

- Go to <https://worksight2.gnapartners.com/login>.
- Enter your credentials to log in.
- Once logged in, select "Taxes" from the left tab menu.
- Then click "W-2."
- Click the box that says "Select a Year" to view the available W-2 forms on file.
- Once you select the year, click the blue download button next to the box.
- This will save a PDF file of your W-2 form to your device.
- Additional information is available in our guides below:
 - For step-by-step instructions on accessing your W-2 electronically, [please click here to download our guide](#).
 - For a complete guide on electronic W-2s, including how to download your W-2 from WorkSight or the Employee Portal, please visit our article

at <https://worksight2.gnapartners.com/articles/1597>. (Note: You must log in to WorkSight to access the article.)

How to determine whether you registered for an electronic W-2

If you're unsure whether you registered to receive your W-2 electronically, please follow the steps in section above. When you get to the step "Select a year," if you don't see 2023 in the drop-down menu, then you are not registered for electronic W-2 delivery.

- Please don't panic! Employees who didn't register to receive their W-2 electronically will receive it via mail by Jan. 31, 2024, to the address we have on file as of Dec. 31, 2023.
- All 2023 W-2s will be available online by Jan. 31, 2024.

Although it is too late to register to receive your 2023 electronic W-2 early this year, now is a good time to register to receive your W-2 electronically for 2024 and future years. [Please click on this link to download our guide](#), which provides detailed instructions.

How to reset your WorkSight password

If you're having trouble logging in to WorkSight, you can easily reset your password by following these steps:

- Go to <https://worksight2.gnapartners.com/>.
- Type your email address in the "Email" box.
- Click "Next."
- Then click "Forgot Password."
 - WorkSight password reset instructions will be sent to the email address associated with your WorkSight account.
 - Please check all email addresses you may have on file, as well as your spam and junk folders.
- For more help resetting your password, please click the button below to download our guide.

[Get Help Resetting Your Password](#)

How to use chat to access your W-2

Once you've logged in to WorkSight, please feel free to chat with us if you need help locating your W-2. Our virtual assistant is equipped to navigate you to your W-2 and assist with other frequently asked questions.

W-2 Frequently Asked Questions (FAQ) webpage

Additional information about 2023 W-2s, including a Spanish version of this email, is available on the G&A Partners website: www.gnapartners.com/w2.

Regards,

G&A Partners



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