

Receiving Your W-2 Electronically

Employees of G&A Partners clients may choose to receive their W-2 electronically via WorkSight 2.0 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 January 24 of each year, while paper W-2s are not required to be mailed until January 31.
- **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 WorkSight 2.0, G&A Partners' online self-service portal.

In order for your 2019 W-2 to be available electronically on or before January 24, 2020, you must complete the electronic W-2 registration process before December 31, 2019.

IMPORTANT: If you have previously registered to receive their 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 customercare@gnapartners.com.

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

1. Visit <http://www.gnapartners.com/login> and click the “WorkSight 2.0 Login” button.

Login Instructions

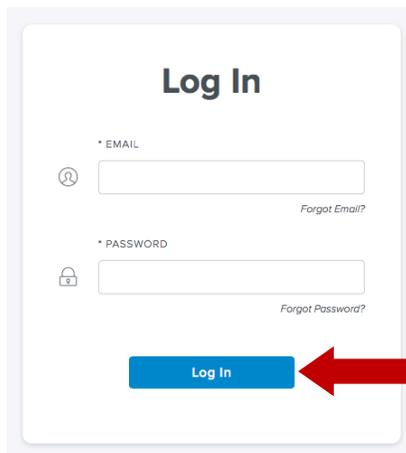
Use the buttons below to log into the technology platform your company uses. If you're not sure which platform your company uses or need assistance with your username or password, please contact the G&A Partners Customer Care Center at 1-866-497-4CCC or customercare@gnapartners.com.

The Customer Care Center is open 7:30 a.m. to 7:00 p.m. Central Time, Monday through Friday.

WorkSight



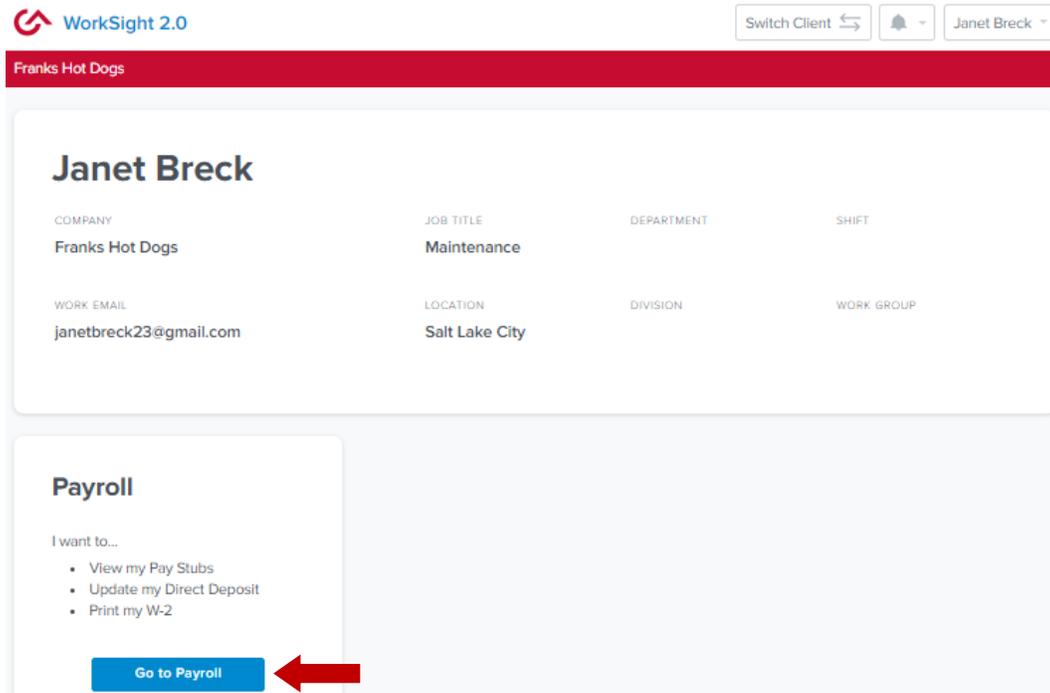
2. Enter your username and password and click “Log In.”

A screenshot of a "Log In" form. It features two input fields: one for "EMAIL" with a user icon and a "Forgot Email?" link, and one for "PASSWORD" with a lock icon and a "Forgot Password?" link. Below the fields is a blue "Log In" button. A red arrow points to the "Log In" button.

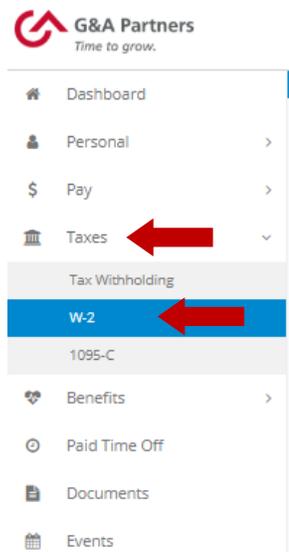
The email address you used to create your WorkSight 2.0 account is your username. If you don't remember which email address you used, you will need to contact our Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com for assistance recovering your email address.

If you have forgotten your password, click “Forgot Password?” on the log in screen and follow the prompts on the next screen to reset your password.

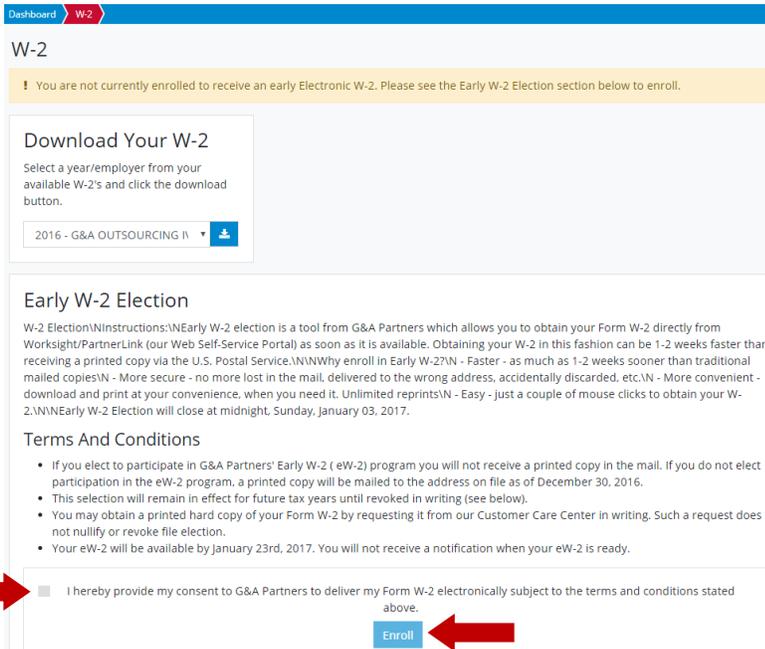
- Once you have logged in, click the “Go to Payroll” button in the “Payroll” widget on the WorkSight 2.0 home screen. You will then automatically be logged into G&A Partners’ payroll system (Prism).



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



5. 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.”



The screenshot shows the 'W-2' page in the G&A Partners portal. At the top, there is a navigation bar with 'Dashboard' and 'W-2'. Below this is a yellow warning box: 'You are not currently enrolled to receive an early Electronic W-2. Please see the Early W-2 Election section below to enroll.' The main content area is titled 'Download Your W-2' and includes instructions to select a year/employer from a dropdown menu (currently showing '2016 - G&A OUTSOURCING I') and click a download button. Below this is the 'Early W-2 Election' section, which contains instructions and a list of terms and conditions. At the bottom of this section, there is a checkbox with the text 'I hereby provide my consent to G&A Partners to deliver my Form W-2 electronically subject to the terms and conditions stated above.' A red arrow points to this checkbox. To the right of the checkbox is a blue 'Enroll' button, also indicated by a red arrow.

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 customercare@gnapartners.com.

How to access your W-2 electronically:

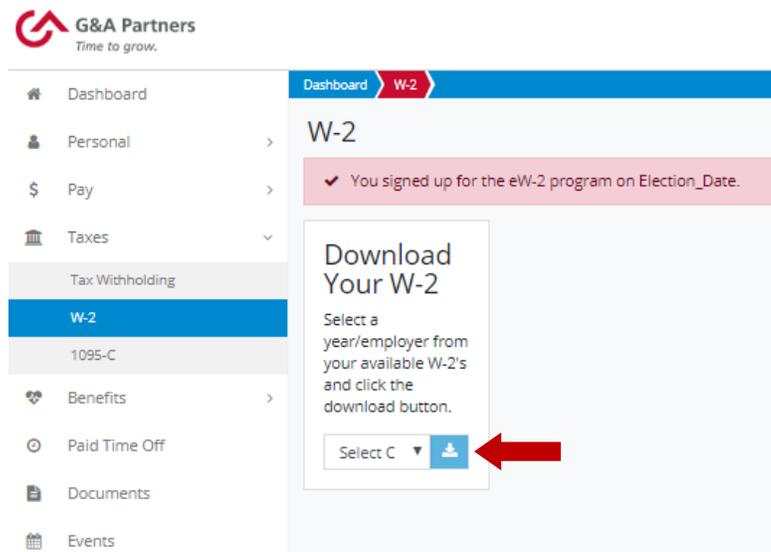
2019 W-2s will be available in WorkSight 2.0 by January 24, 2020, for all employees who completed the electronic W-2 registration process before December 31, 2019.

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 WorkSight 2.0 and access the “W-2” menu in the dashboard.

For help retrieving your username or password, please contact our Customer Care Center at 1-866-497-4222 or customercare@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.

