

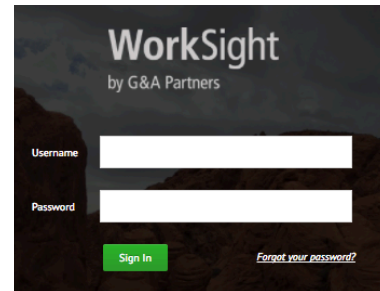
# Accessing Your W-2 Electronically

G&A Partners' client employees have the ability to access their W-2 statements electronically via WorkSight, our online self-service portal.

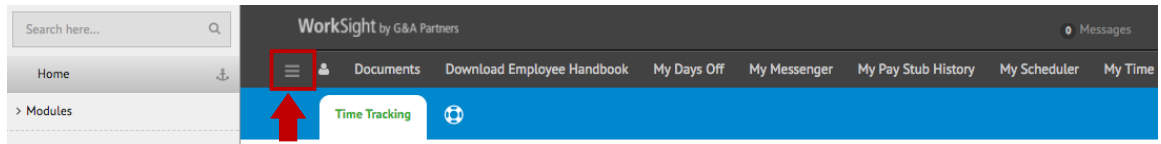
## Instructions:

1. Visit <https://worksight.gnapartners.com>.
2. Enter your username and password and click "Login."

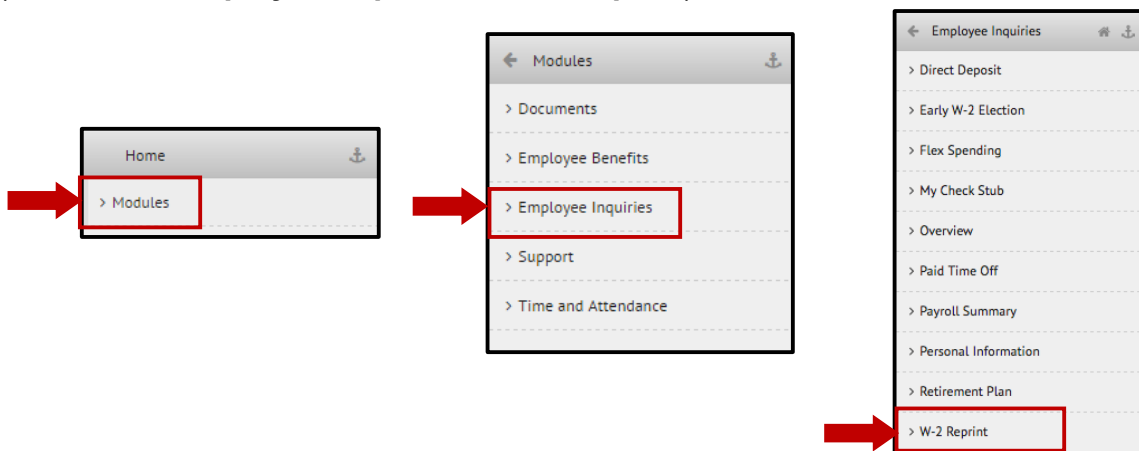
If you have forgotten your password, you can click "Forgot your password?" to reset your password. For additional help retrieving your login credentials, please contact the G&A Partners Customer Care Center at 1-866-497-4222 or [customercare@gnapartners.com](mailto:customercare@gnapartners.com).



3. Click on menu icon (☰) in the most commonly used actions menu bar to open the expandable menu tree.



4. From the expandable menu tree, navigate to the "W-2 Reprint" option.  
**(Modules > Employee Inquiries > W-2 Reprint)**





NOTE: The options displayed in these menus may vary from those shown here.

5. You will then be taken to the “W-2 Selector” screen. Choose the year that corresponds to the W-2 you are trying to access (usually the most recent previous calendar year) and click “Go.”

W-2 Selector

Select Year

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

