

> Receiving Your W-2 Electronically

Employees of G&A Partners' clients have the option to receive their W-2 electronically via WorkSight.

Benefits of Receiving Your W-2 Electronically

- **Earlier access to your W-2:** Electronic W-2s will be available for download on or before **Monday, February 2, 2026**. Paper W-2s are not required to be mailed until **Monday, February 2, 2026**, and may take several weeks for delivery.
- **Electronic W-2s offer more security:** Since paper W-2s are mailed, there is a possibility that they may be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Unlike mailed W-2s, electronic W-2s are stored in the same easy-to-use, secure, and password-protected platform that you already use to access your pay stubs and other payroll information.
- **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 easy 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, G&A Partners' online self-service portal.

For your 2025 W-2 to be available electronically on or before Monday, February 2, 2026, you must complete the electronic W-2 registration process before Wednesday, December 31, 2025.

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 accessshr@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 Login" button (Figure 01).



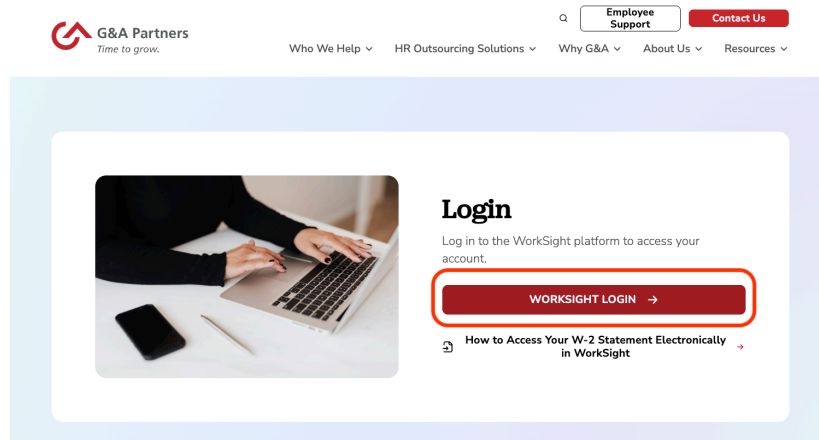


Figure 01: Displays the “WorkSight Login” screen for WorkSight

2. Enter the email and password (Figure 02) associated with your WorkSight account and select “Log In.”

**If you’re unsure of your WorkSight password, select the option “Forgot Password” to reset your password. This will generate a message to the email associated with your WorkSight account with next steps. If you are not sure of the email address associated with your WorkSight account, contact G&A’s AccessHR Support Team at 1-866-497-4222 or accesshr@gnapartners.com.*

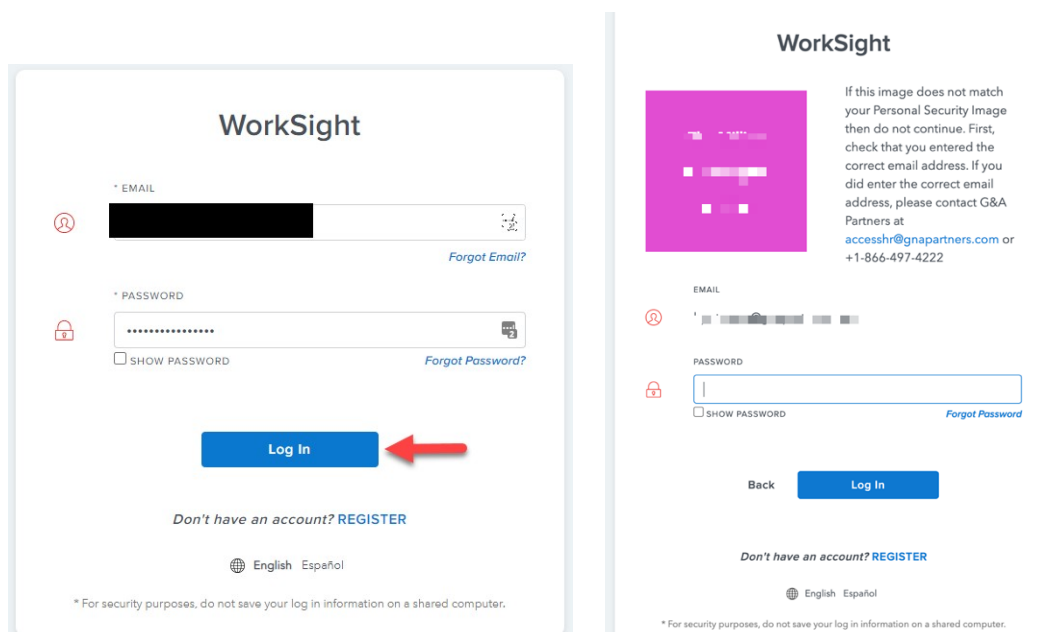


Figure 02: Displays the “Email” and “Password” login screen for WorkSight

- Once logged in, access (Figure 03) the “Employee Portal” tile and click “Go to PrismHR.”

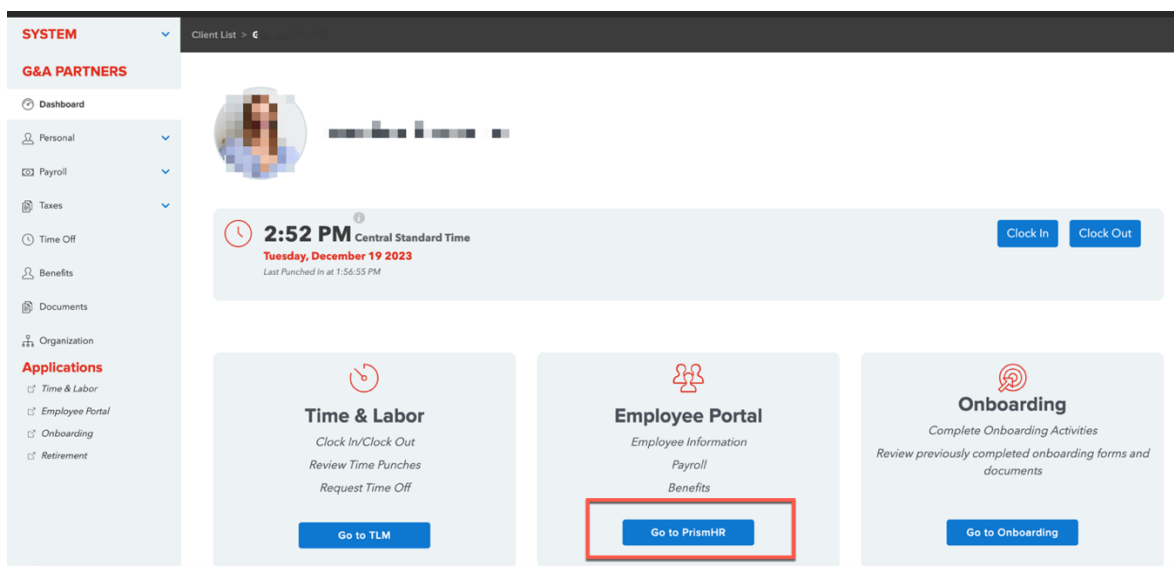


Figure 03: Displays the Employee Portal tile within WorkSight

- Open the (Figure 04) “Taxes” section and select the “W-2” option from the left-hand side of the screen.

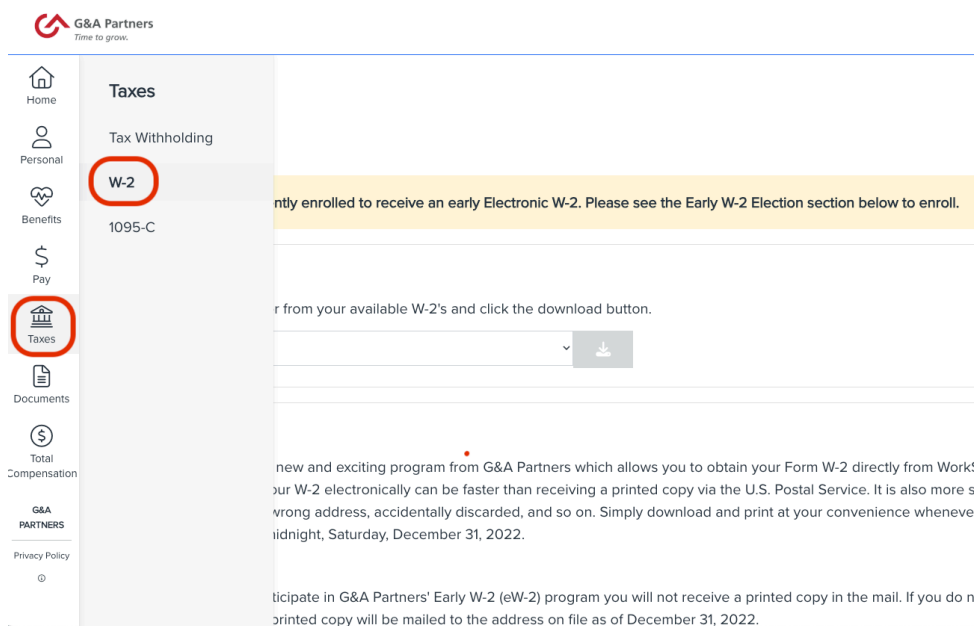
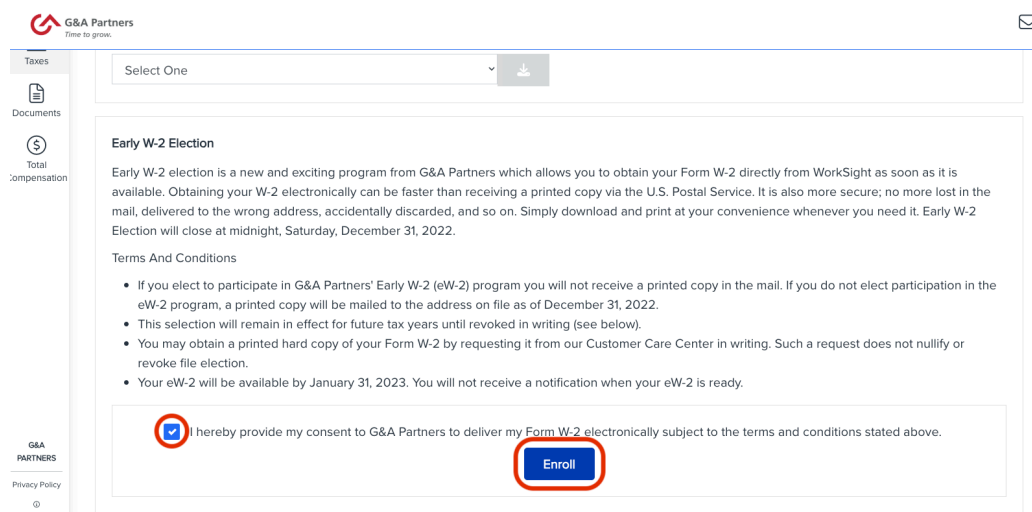


Figure 04: Displays the Taxes and W-2 selections within the Employee Portal



5. Select (Figure 05) the checkbox and the “Enroll” option.



Early W-2 Election

Early W-2 election is a new and exciting program from G&A Partners which allows you to obtain your Form W-2 directly from WorkSight as soon as it is available. Obtaining your W-2 electronically can be faster than receiving a printed copy via the U.S. Postal Service. It is also more secure; no more lost in the mail, delivered to the wrong address, accidentally discarded, and so on. Simply download and print at your convenience whenever you need it. Early W-2 Election will close at midnight, Saturday, December 31, 2022.

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 31, 2022.
- 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 31, 2023. 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

Figure 05: Displays the option to enroll in the early W-2 election process.

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

Your request to receive your W-2 electronically instead of via postal 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 accessshr@gnapartners.com.

How to Access Your W-2 Electronically Within the Left Pane of Your WorkSight Dashboard

2025 W-2s will be available in WorkSight on or before **Monday, February 2, 2026**, for all employees who complete the electronic W-2 registration process before **Wednesday, December 31, 2025**.

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

1. Visit <http://www.gnapartners.com/login> and click the “WorkSight Login” button (Figure 01).

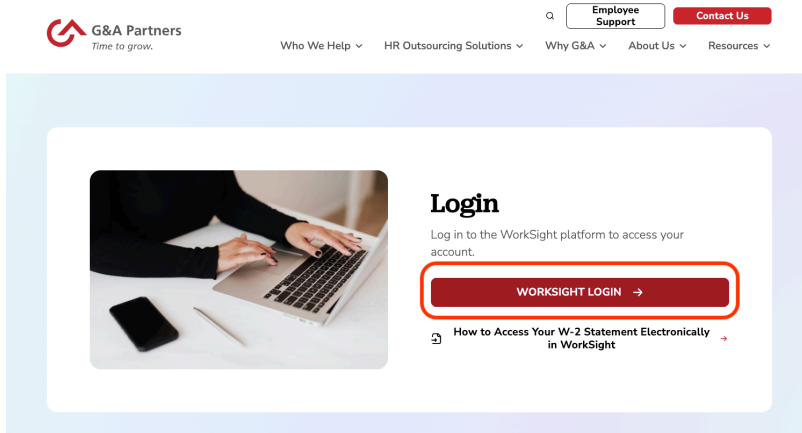


Figure 01: Displays the “WorkSight Login” screen for WorkSight

2. Enter the email and password (Figure 02) associated with your WorkSight account and select “Log In.”

**If you’re unsure of your WorkSight password, select the option “Forgot Password” to reset your password. This will generate a message to the email associated with your WorkSight account with next steps. If you are not sure of the email address associated with your WorkSight account, contact G&A’s AccessHR Support Team at 1-866-497-4222 or accesshr@gnapartners.com.*

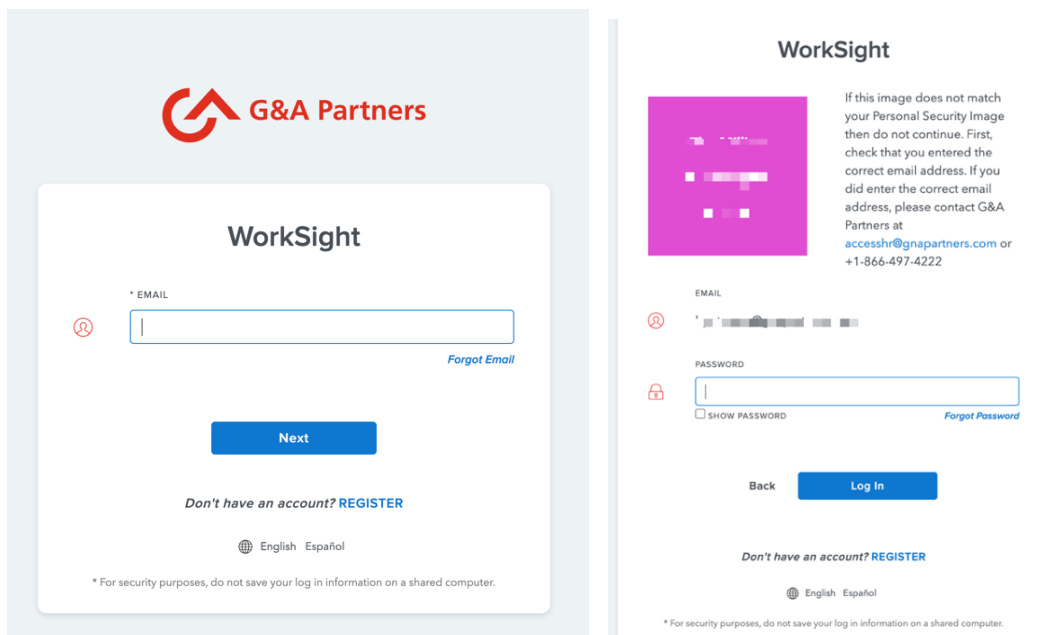


Figure 02: Displays the “Email” and “Password” login screen for WorkSight

3. Once logged into WorkSight, access the left task pane, select (Figure 03) the “Taxes” section, and click the arrow to expand the drop-down menu.

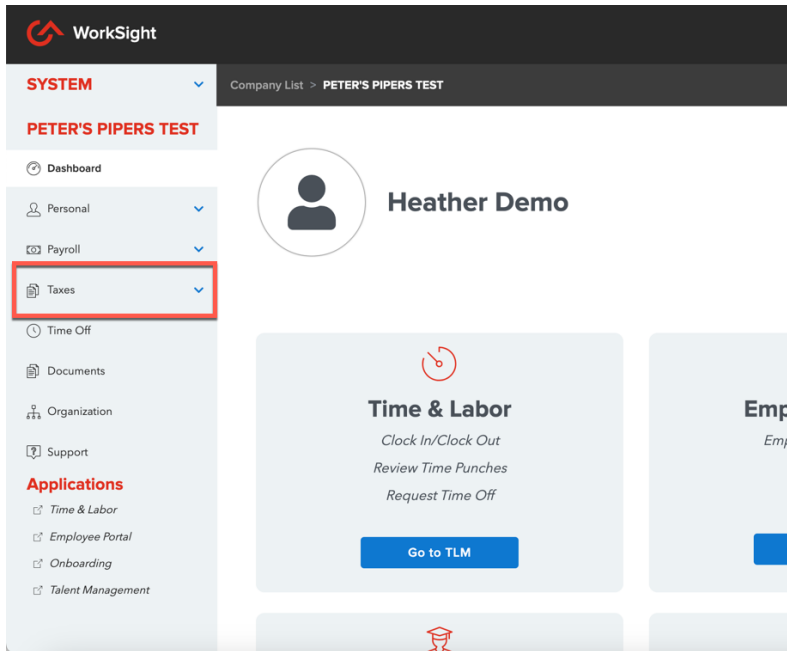


Figure 03: Displays the Tax section within WorkSight

4. Select (Figure 04) the option “W-2.”

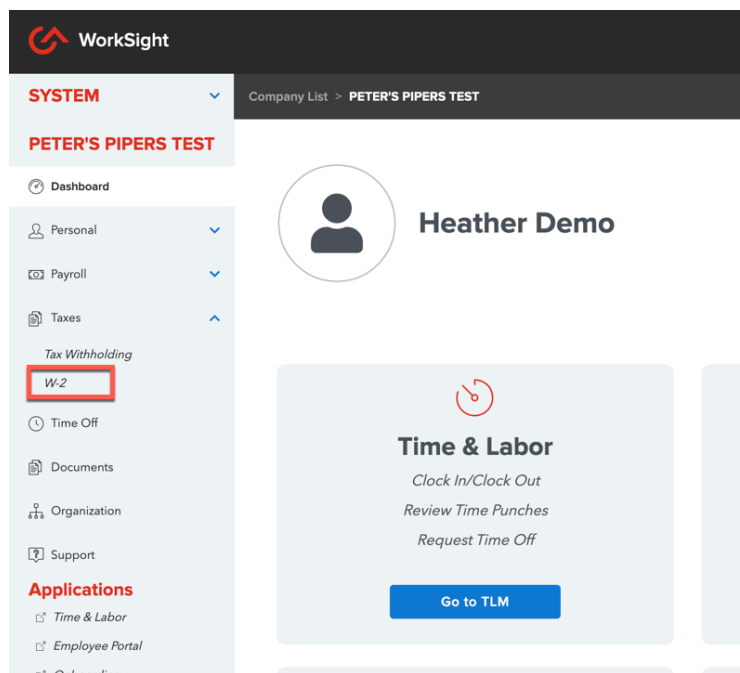


Figure 04: Displays the section for W-2

5. Under “Download W-2,” click on the drop-down menu (Figure 05) and select the year (Figure 06) corresponding to the W-2 you wish to download.

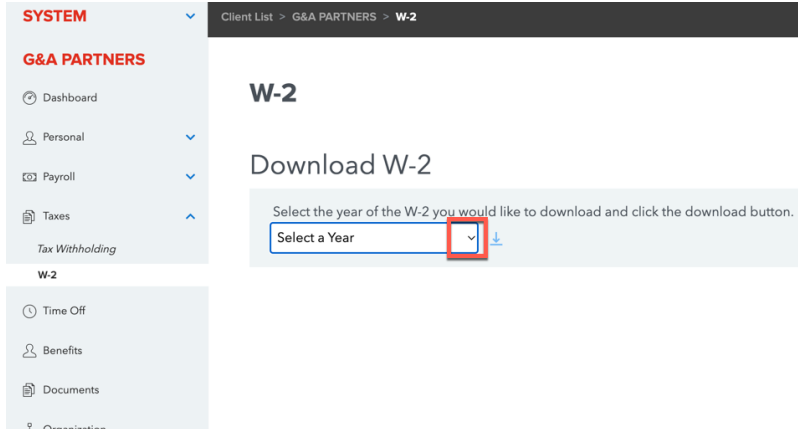


Figure 05: Displays the drop-down menu

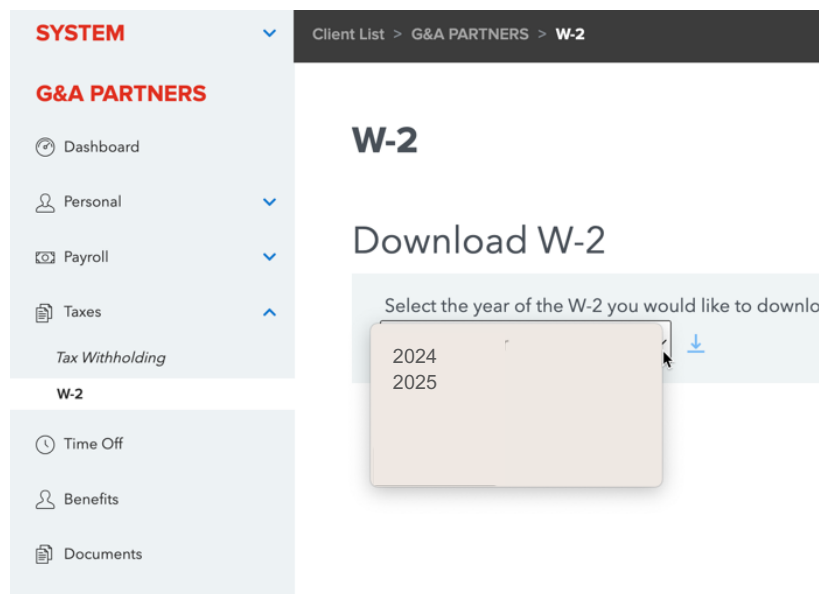


Figure 06: Displays options for years associated with W-2

6. Once the date selection is made, click the “download” icon (Figure 07).

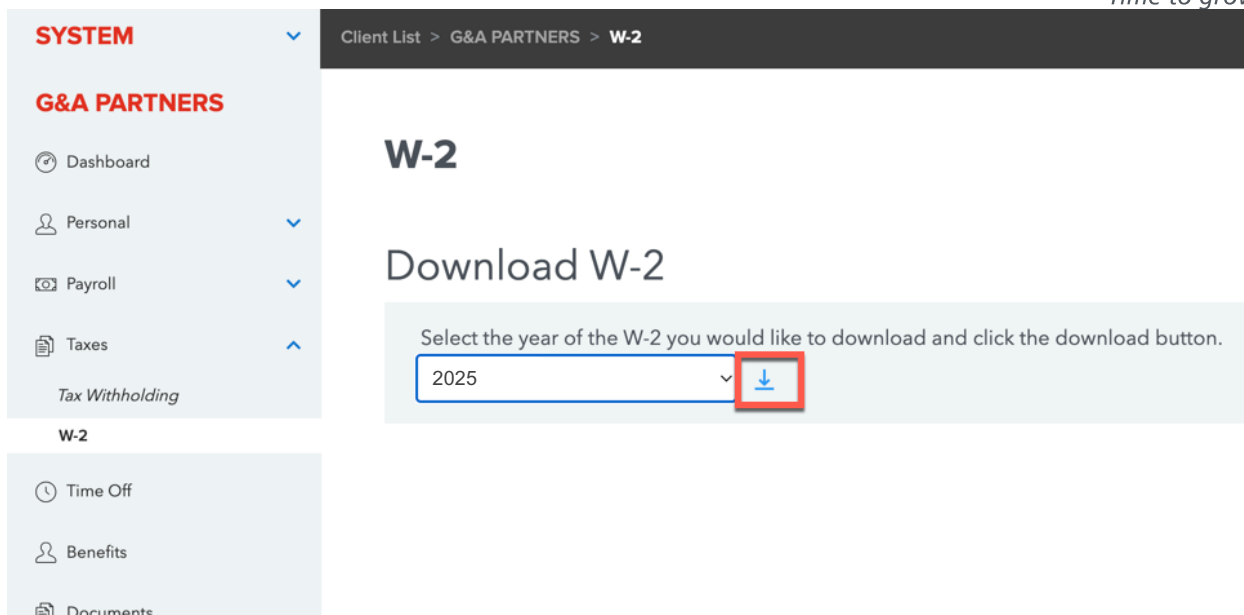


Figure 07: Displays the download option.

7. The PDF file titled “W-2” will immediately begin downloading.

How to Access Your W-2 Electronically Within the Employee Portal

2025 W-2s will be available within the Employee Portal on or before **Friday, February 2, 2026**, for all employees who complete the electronic W-2 registration process before **Wednesday, December 31, 2025**.

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

1. Visit <http://www.gnapartners.com/login> and click the “WorkSight Login” button (Figure 01).

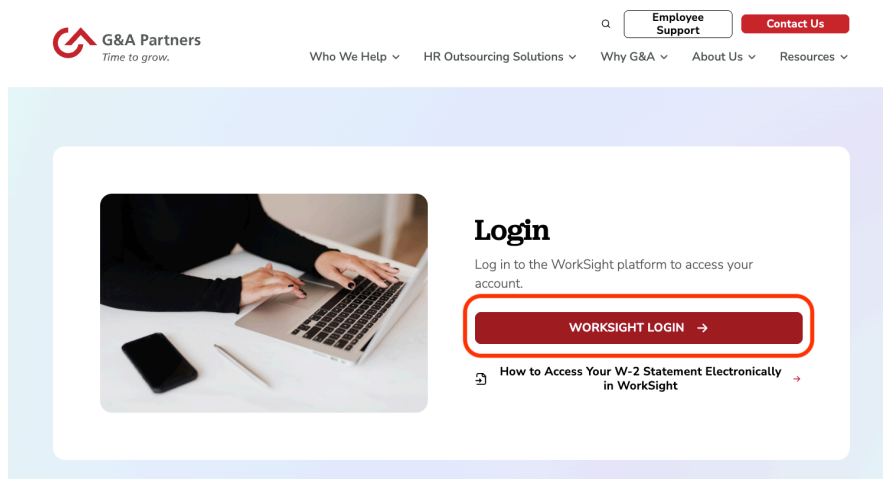


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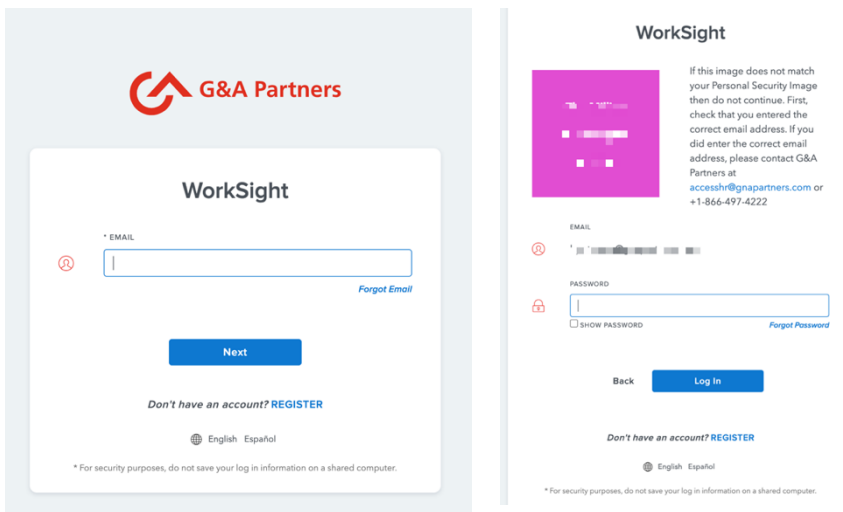


Figure 02: Displays the “Email” and “Password” login screen for WorkSight

3. Once logged in, access (Figure 03) the “Employee Portal” tile and click “Go to PrismHR.”

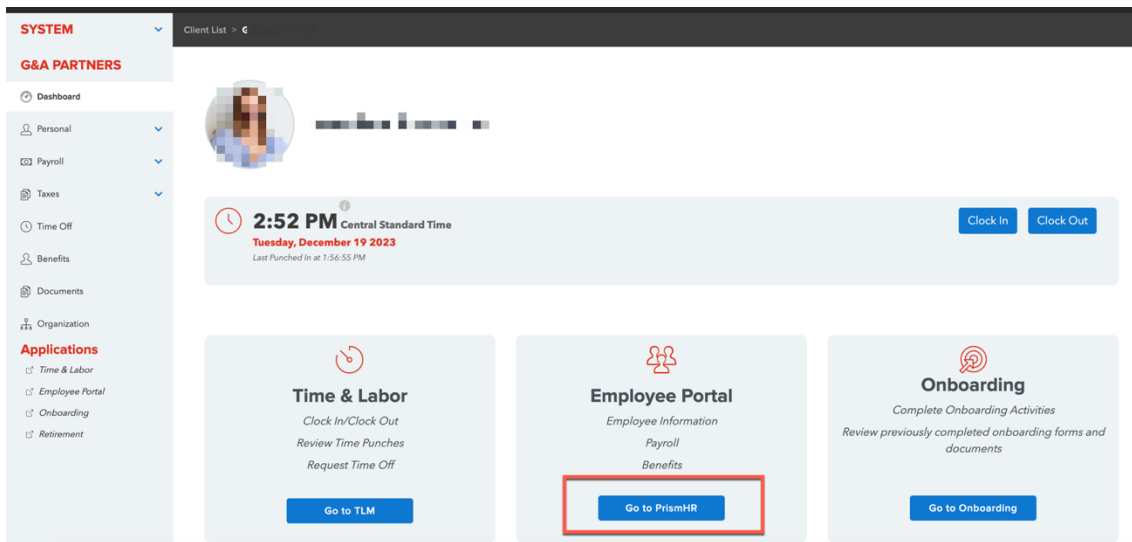


Figure 03: Displays the Employee Portal tile within WorkSight

- Open the (Figure 04) “Taxes” section and select the “W-2” option from the left-hand side of the screen.

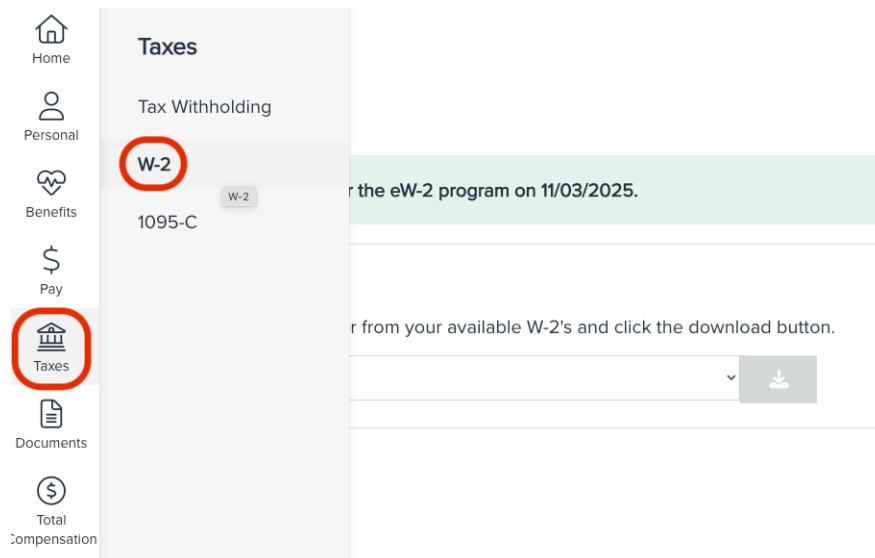


Figure 04: Displays the Taxes and W-2 selections within the Employee Portal

- Under “Download Your W-2,” click on the drop-down menu (Figure 05) and select the year (Figure 06) corresponding to the W-2 you wish to download.

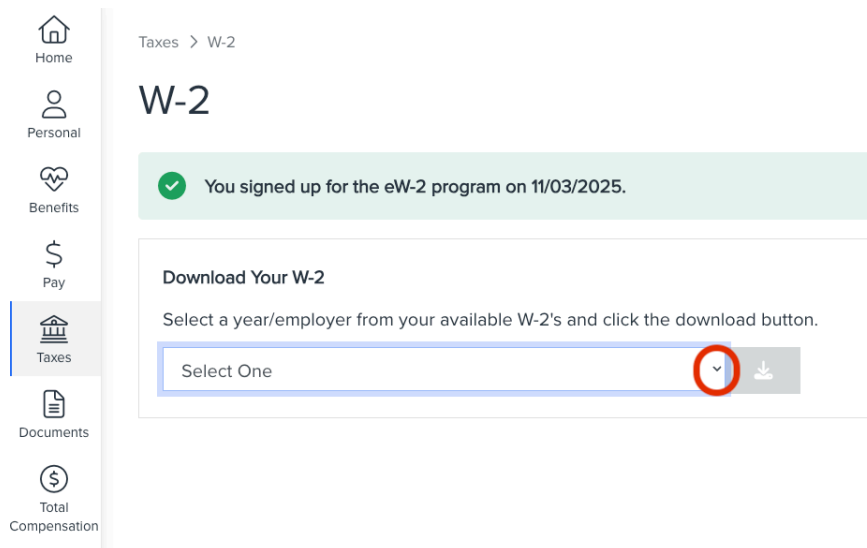


Figure 05: Displays the drop-down menu

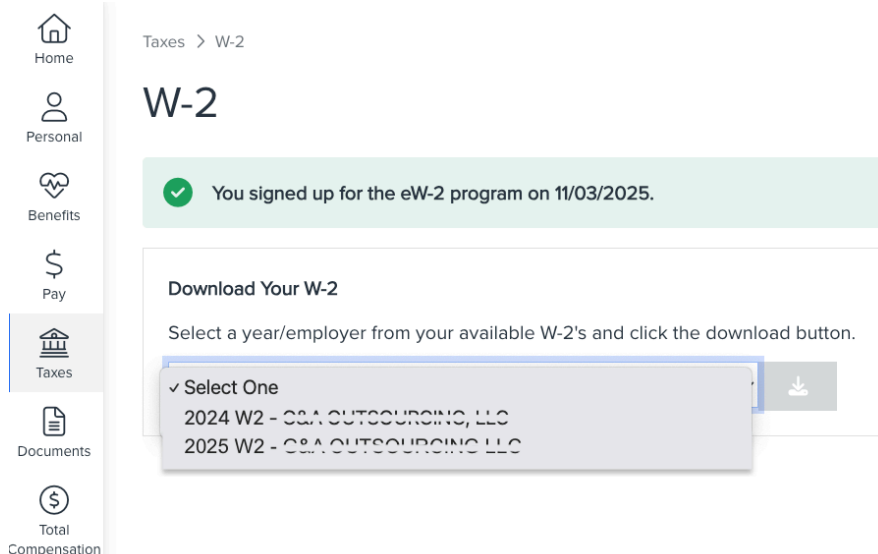


Figure 06: Displays options for years associated with W-2

6. Once the year is selected, click on the (Figure 07) download icon.

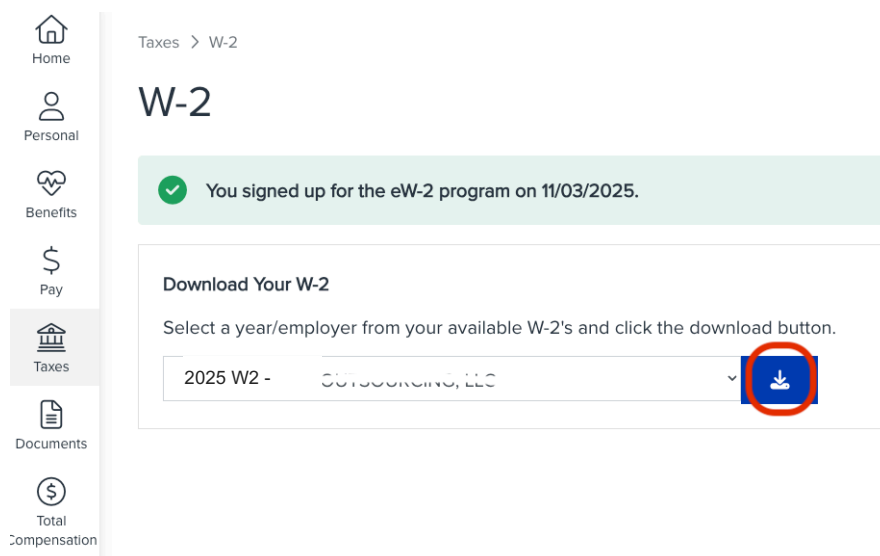


Figure 07: Displays the option to download once a year is selected

7. The PDF titled "W-2" will immediately begin downloading.