

# 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 Forms W-2 will be available for download on or before February 1 of each year, while paper Forms W-2 are not required to be mailed until February 1 and may take a couple of weeks for delivery.
- **Electronic Forms W-2 offer more security.** Because they are mailed, there is the possibility that paper Forms W-2 might be lost, stolen, delayed, or misplaced by the delivery service or upon arrival. Electronic Forms W-2, 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 Forms W-2 offer more convenience.** Many online tax-preparation programs offer the ability to import a copy or photo of your W-2. Electronic Forms W-2 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.

**In order for your 2020 W-2 to be available electronically on or before February 1, 2021, you must complete the electronic W-2 registration process before December 31, 2020.**

**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 [customercare@gnapartners.com](mailto: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 “Prism Login” button.

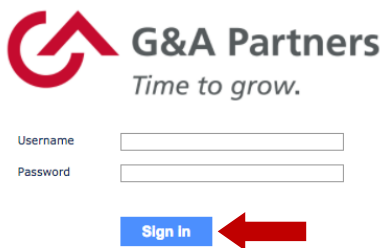
## Prism


[Prism Manager Login](#)

[Prism Employee Login](#)

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

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



 **G&A Partners**  
Time to grow.

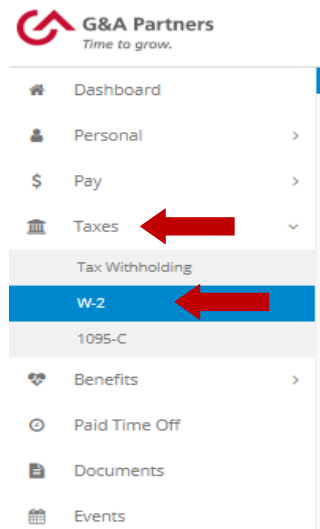
Username

Password

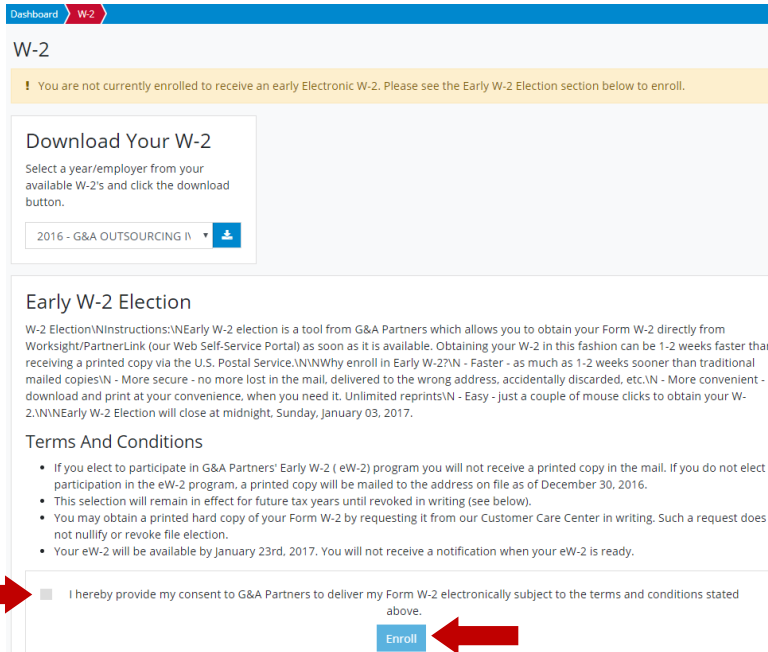
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For help retrieving your username or password, contact our Customer Care Center at 1-866-497-4222 or [customercare@gnapartners.com](mailto:customercare@gnapartners.com).

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



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.”



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 IV') 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.

**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 [customercare@gnapartners.com](mailto:customercare@gnapartners.com).

## How to access your W-2 electronically:

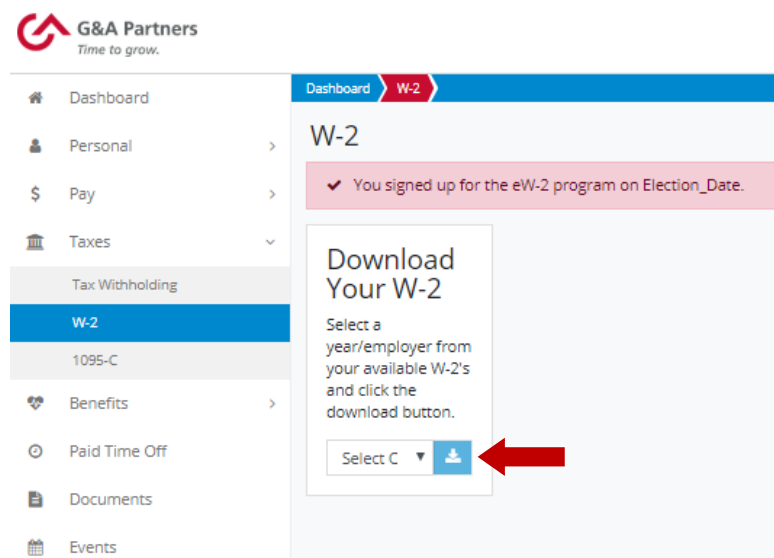
The 2020 Forms W-2 will be available in Prism by February 1, 2021, for all employees who completed the electronic W-2 registration process before December 31, 2020.

### 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 help retrieving your username or password, please contact our Customer Care Center at 1-866-497-4222 or [customercare@gnapartners.com](mailto: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.

