

## Employee W-2 access for 2020.

The Conexus Employee Self Service Portal is now the primary access point for all employee documents including the 2020 W-2 wage statements.

If you have not previously accessed the Conexus Employee Self Service Portal, please see steps outlined below. The registration process is quick and easy and can be done from any internet connected PC, Notebook, or Cell phone.

While all employees will receive a mailed paper copy of their W-2 Postmarked by Jan 31, 2021, we will also make them available through the employee service center portal.

Beginning on or before Jan 31<sup>st</sup> 2021, you will be able to retrieve your W-2 by navigating to the employee service center located at this URL

Navigate to: <https://key-ep.prismhr.com/#/auth/login>

The following screen will display.



The screenshot shows the Conexus login page. At the top is the Conexus logo. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon on the right. Below the fields are two buttons: 'Log In' (blue) and 'Register' (text link). A red arrow points to the 'Register' button. Below the buttons are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a 'Language' dropdown menu set to 'English'.

Click the '**Register**' button to open the Registration screen.

Enter your **Last Name, Social Security Number, Personal Email**, Create **Username** and **Password** (This will be your login information for future access).

a. Password Requirements:

- i. Must be at least eight characters long.
- ii. Must be different from Username.
- iii. Must have at least 1 uppercase letter, 1 lowercase letter and at least 1 number.

The image shows a 'New User Registration' form. It contains the following fields and elements:

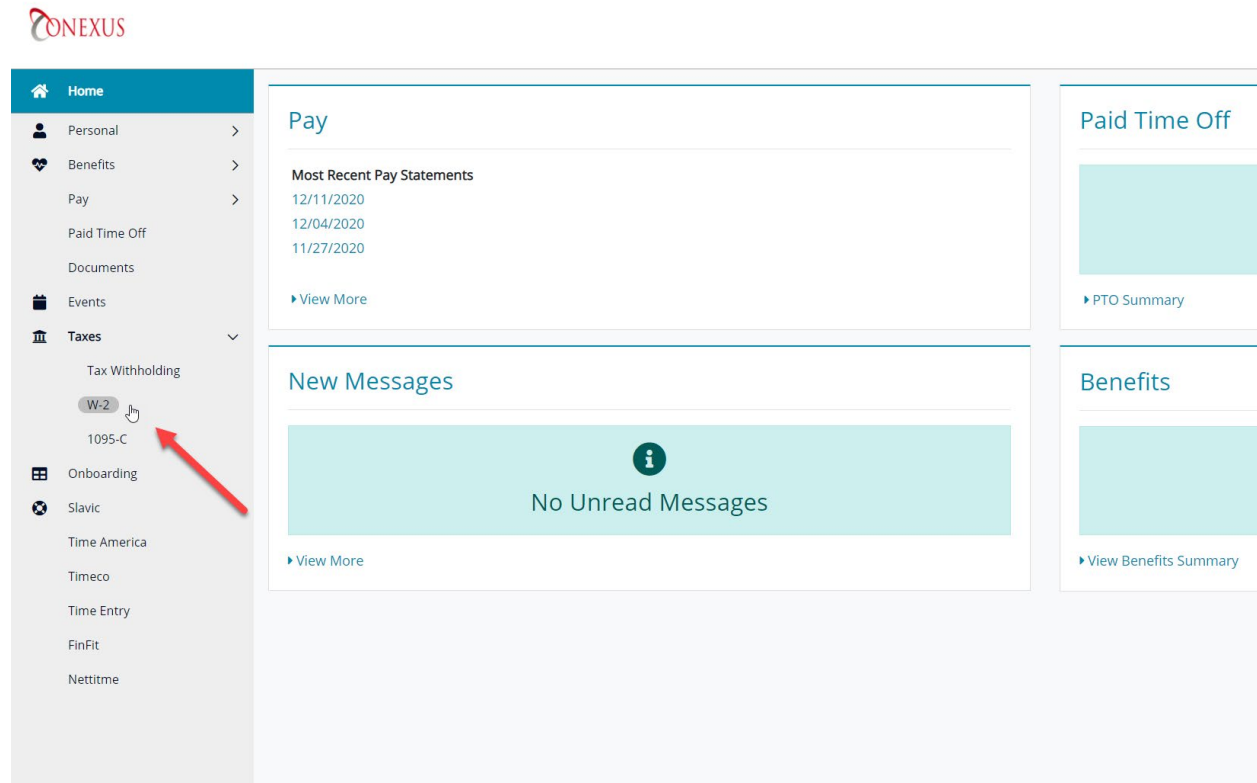
- \* Last Name:** A text input field containing 'PEEBLES'.
- \* Social Security Number (EIN Also Accepted):** A text input field containing seven dots '.....'.
- \* Personal Email:** A text input field containing 'JENARTIST77@HOTMAIL.COM'.
- \* Username:** A text input field containing 'JPEEBS'.
- \* Password:** A password input field containing seven dots '.....' and a toggle icon (an eye) on the right.
- \* Confirm Password:** A password input field containing seven dots '.....' and a toggle icon (an eye) on the right.
- Buttons:** A blue 'Register' button with a mouse cursor over it, and a blue 'Return To Login' link.

Click '**Register**'

Once the Registration process is completed, the system will prompt you to the main Login screen. Enter your **Username** and **Password** and click '**Log In**'.

**IF FOR ANY REASON YOU ARE NOT ABLE TO MOVE PAST THIS POINT AND COMPLETE REGISTRATION IT MAY BE DUE TO AN INCORRECT SPELLING OF YOUR LAST NAME OR INCORRECT SOCIAL SECURITY NUMBER. PLEASE CONTACT CLIENT SUPPORT AT: [Conexusw2@frontlinehro.com](mailto:Conexusw2@frontlinehro.com) or call (833) 656-7496 FOR ASSISTANCE IN CORRECTING THIS INFORMATION AND REGISTERING**

Once you have successfully registered and logged into the Employee Self Service Portal ,  
You will be able to navigate to the tax link and retrieve your 2020 W-2 Wage statement.



You will have access to previous years W-2s as well from the drop-down menu

