

W-2 Information

W-2s will be mailed **on or before January 31st**.

Your W-2 will be available through the employee portal. If you are not already registered to access the employee portal, simply click the "Register" button once you navigate to the Conexus Employee Portal by clicking the link below.

You will need to enter the Last Name and Social Security number that matches your employee record.

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

For questions on your W-2 please call our Hot-line: **844-482-7377**

The image contains two screenshots of the Conexus employee portal interface. The top screenshot shows the login page with fields for Username and Password, and buttons for 'Log In' and 'Register'. A red arrow points to the 'Register' button with the annotation: 'First time to the site click on Register'. The bottom screenshot shows the 'New User Registration' form with fields for Last Name, Social Security Number (EIN Also Accepted), Personal Email, Username, Password, and Confirm Password. Red arrows point to each of these fields with the following annotations: 'Last Name and SSN number must match what is on employee record in system', 'Use personal email address not work email if possible', 'Create username and password for future log in', and 'Click Register once filled out'. At the bottom of the form are 'Register' and 'Return To Login' buttons, with a red arrow pointing to the 'Register' button.

You will need to have a **personal email address** to receive password resets and verification.
Password must contain:

- ⊗ be at least 8 characters in length
- ⊗ contain at least 1 number
- ⊗ contain at least 1 uppercase letter
- ⊗ contain at least 1 lowercase letter
- ⊗ contain at least one symbol, for example: ~,!,@, #,\$