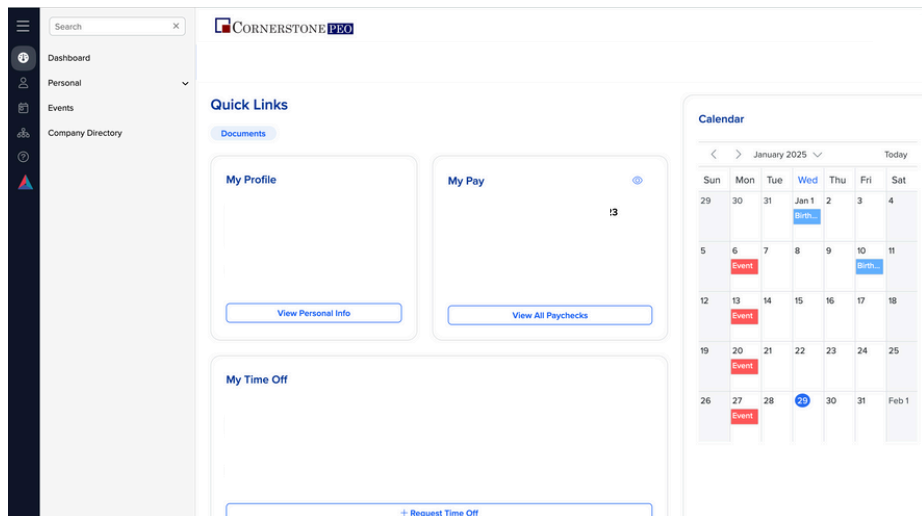




## HOW TO ACCESS YOUR 2024 W-2 FORM

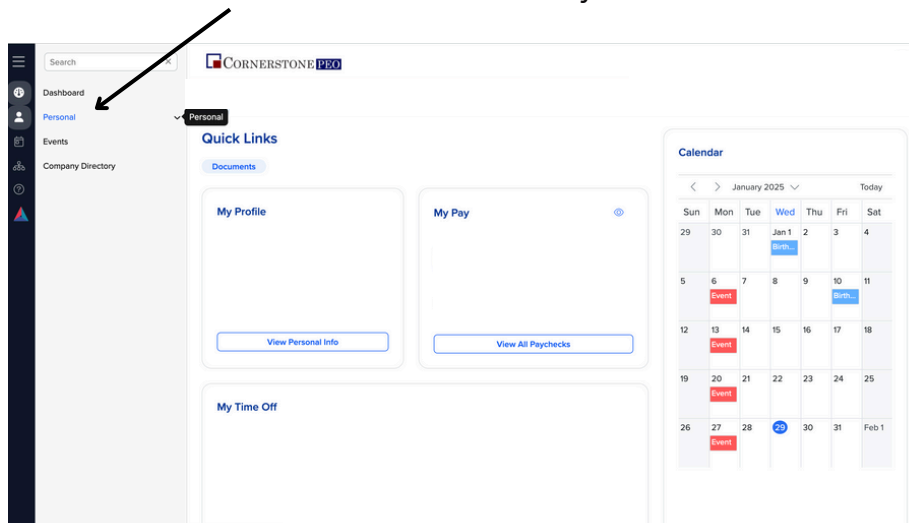
### STEP 1

Log into our payroll software using your account at:  
<https://Cornerstone.PrismHCM.com/LogOn>



### STEP 2

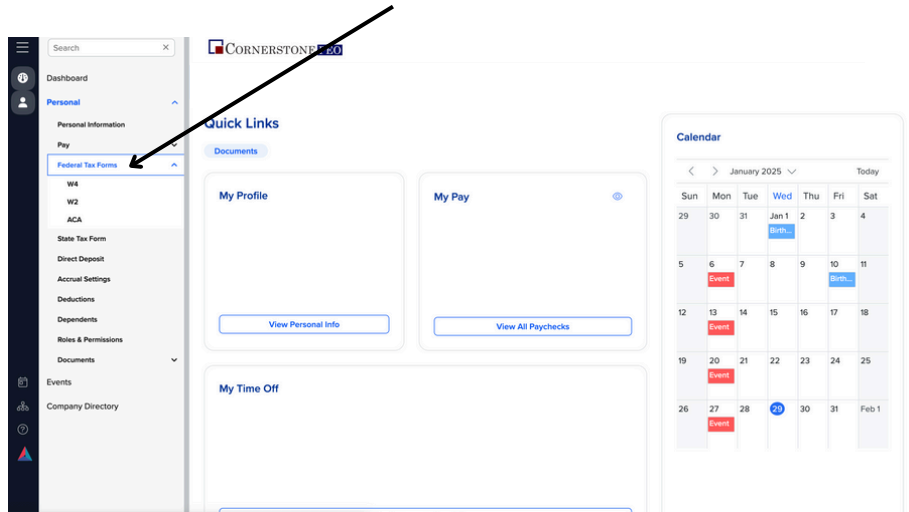
Once you have successfully logged into your account, click on  
"Personal" on the left side of your browser.



## HOW TO ACCESS YOUR 2024 W-2 FORM

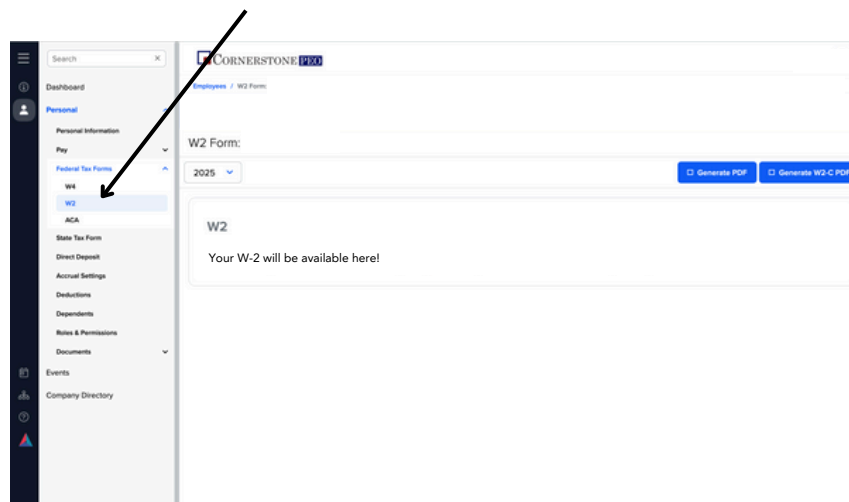
### STEP 3

Click on "Federal Tax Forms" under the "Personal" tab.



### STEP 4

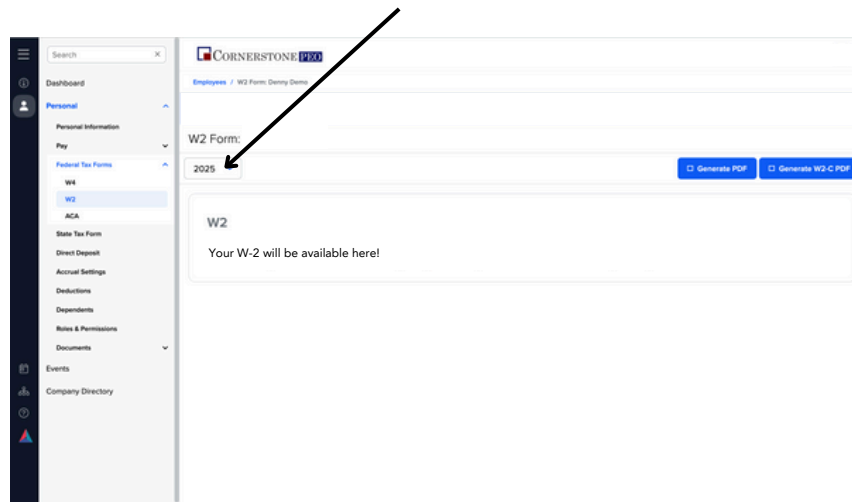
Once you have clicked on "Federal Tax Forms" you have access to click on "W2" on the left side of the browser.



## HOW TO ACCESS YOUR 2024 W-2 FORM

### STEP 5

After you have accessed your W-2 page through your account, make sure to click on the year "2024" on the left side of this page.



### STEP 6

Your W-2 will be available for download as a PDF through the blue box that states "Generate PDF" on the right of your page.

