

# HOW TO ACCESS YOUR 2024 W-2 FORM

### STEP 1

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

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	Quick Links			Calor	dar					
	Documents	Calendar								
				<	> 1	anuary 2	2025 ~			Today
	My Profile	My Pay	0	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				5	6 Event	7	8	9	10 Birth	11
	View Personal Info	View All Paychecks		12	13 Event	14	15	16	17	18
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**STEP 2** 

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

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	Personal												
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ompany Directory	Decuments	Documents				Calendar							
Company Directory	Documents					> January 2025 > Today							
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				29	30	31	Jan 1 Birth	2	3	4			
				5	6 Event	7	8	9	10 Birth	11			
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				19	20 Event	21	22	23	24	25			
	My Time Off			26	27 Event	28	29	30	31	Feb			



# HOW TO ACCESS YOUR 2024 W-2 FORM

#### **STEP 3**

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

Search × Dashboard											
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Company Directory				26	27 Event	28	29	30	31	Feb 1	

#### **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.

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	State Tax Form		WZ	
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