
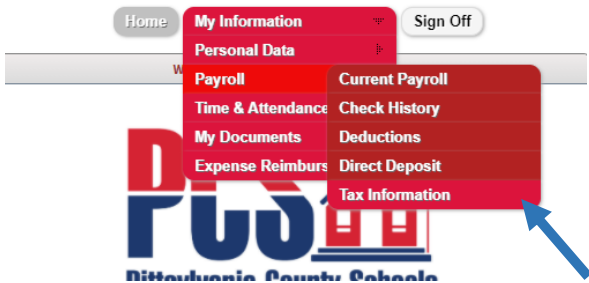
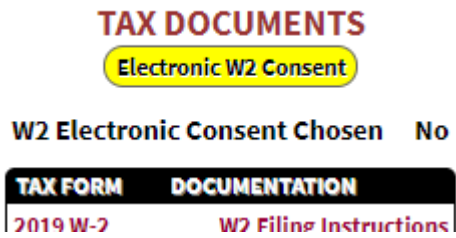


## How to access, your W2 and 1095c forms in KeyNet.

<u>STEP</u>	<u>INSTRUCTIONS</u>
<p><b>Step 1</b></p> 	<ul style="list-style-type: none"> <li>Log into the KeyNet Portal</li> <li>If you have difficulty with logging into the KeyNet Portal, you may reset your password or you can contact the Payroll Department for assistance.</li> </ul>
<p><b>Step 2</b></p> 	<ul style="list-style-type: none"> <li>After you login to the KeyNet Portal, hover over the drop down, "My Information", then "Payroll", then "Tax Information". Click on "Tax Information".</li> </ul>
<p><b>Step 3</b></p> 	<ul style="list-style-type: none"> <li>Your W2 and 1095c forms are located on the right of the screen.</li> </ul>

### Questions?

- If you have questions about using KeyNet, contact the Payroll Department and ask to speak with either Robin Yeatts (extension 5016) or Dawn Perkins (ext. 5025)

Revised 1.11.2021