

1. Click the URL below to access the portal
  - <https://ctwee.prismhr.com/ctw/cmd/login>
2. Enter your Username and Password and click *Continue*
  - If you have not previously registered click *Register* to establish a new user
3. Click *Payroll* and then select *Early-W2 Election*
  - Review the Terms and Conditions
  - Check the box to accept the Terms and Conditions
  - Click Submit to complete the Early W-2 Election

