

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 *W2 Reprint*
 - Select the W2 tax year from the dropdown menu
 - Click *Reprint*
 - The W2 will open in a new window as a PDF

