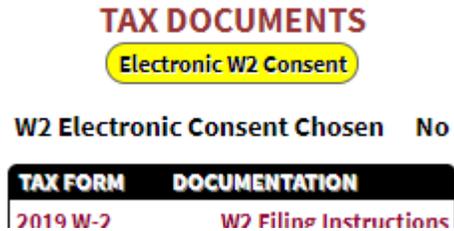


How to access, your W2 and 1095c forms in KeyNet.

<u>STEP</u>	<u>INSTRUCTIONS</u>
<p>Step 1</p> <p style="text-align: center;">PITTSYLVANIA COUNTY SCHOOL BOARD</p> 	<ul style="list-style-type: none"> Log into the KeyNet Portal If you have difficulty with logging into the KeyNet Portal, you may reset your password or you can contact the Payroll Department for assistance.
<p>Step 2</p> <p style="text-align: center;">PITTSYLVANIA COUNTY SCHOOL BOARD</p> 	<ul style="list-style-type: none"> After you login to the KeyNet Portal, hover over the drop down, "My Information", then "Payroll", then "Tax Information". Click on "Tax Information".
<p>Step 3</p> <p style="text-align: center;">TAX DOCUMENTS</p> <p style="text-align: center;">Electronic W2 Consent</p> <p style="text-align: center;">W2 Electronic Consent Chosen No</p> 	<ul style="list-style-type: none"> Your W2 and 1095c forms are located on the right of the screen.

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