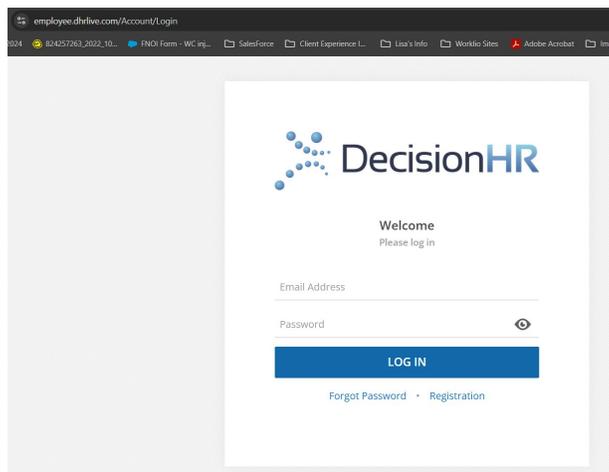




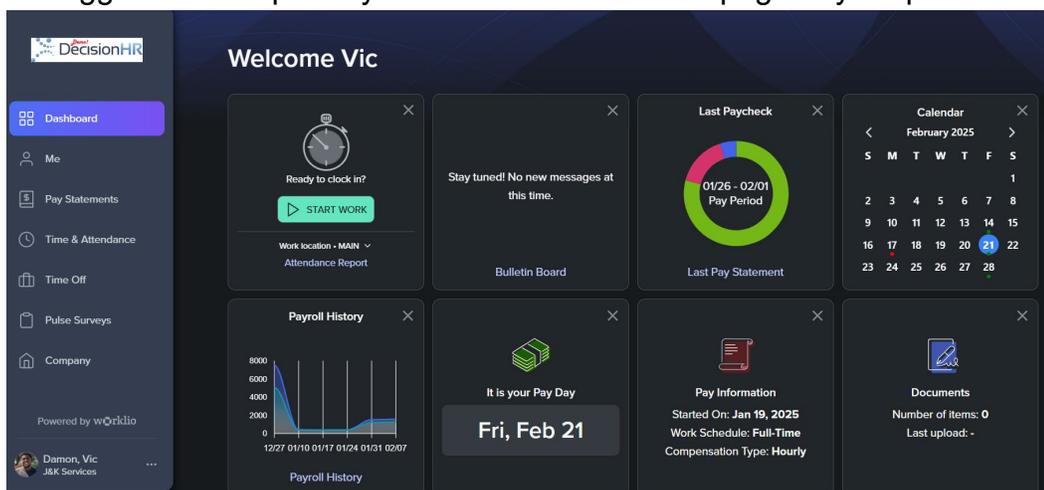
Employee Portal – Accessing W-2’s

To access your W-2’s on the employee portal please follow the instructions below

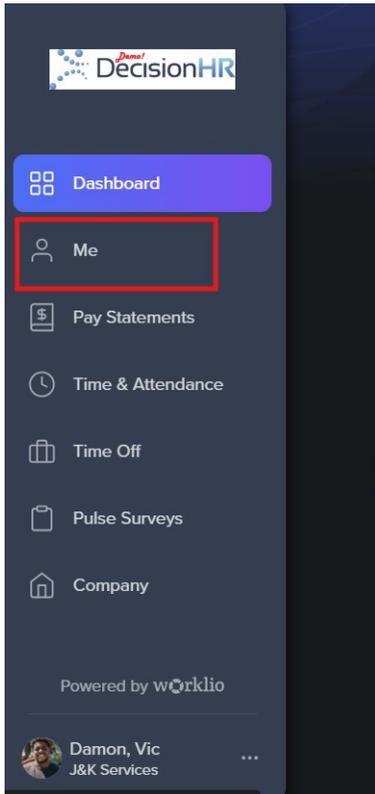
1. Log into <https://employee.dhrlive.com>
2. If you forgot your password you can utilize the Forgot Password link at the bottom of the screen. If you are still having issues logging in please contact us at employeeservices@decisionhr.com or 888-828-5511



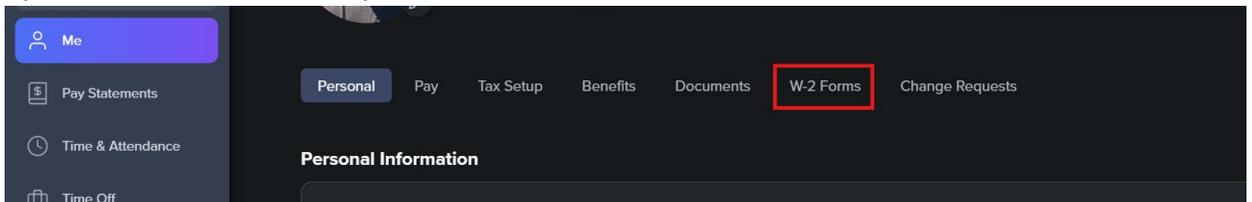
3. Once Logged into the portal you will land on the homepage of your portal



4. Navigate to the left vertical toolbar and select Me.



5. When you click on Me, on the right you will see your personal information come up. There will be a menu please select W-2 Forms.



6. Please see the screenshot to learn how to view and download your W-2 information.

