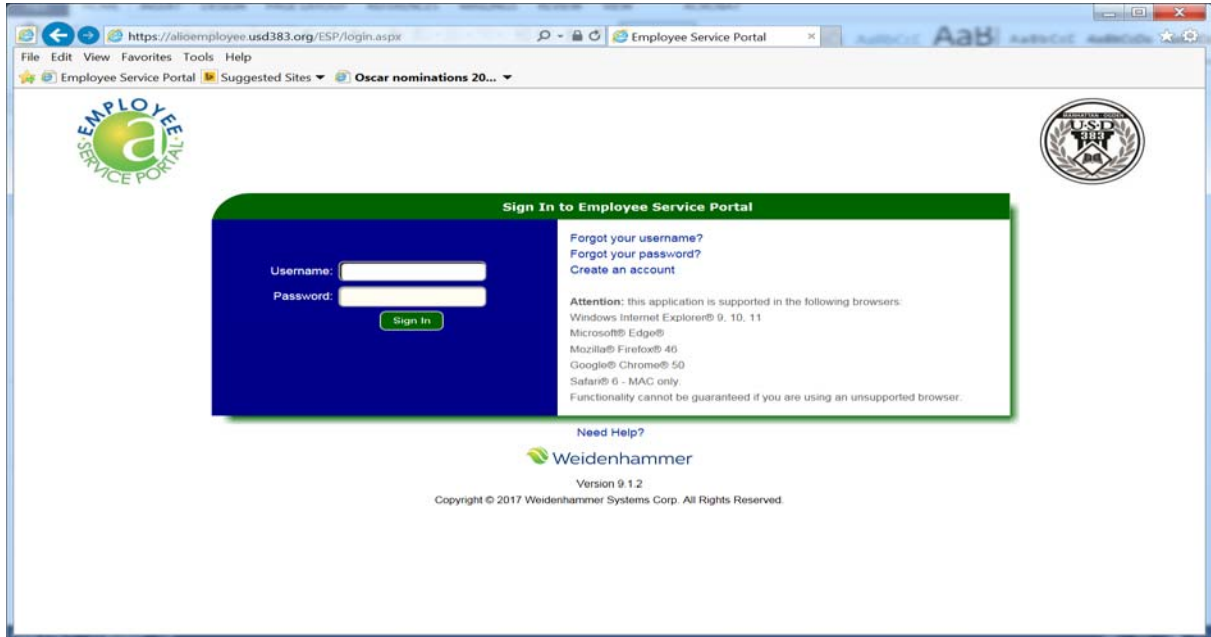
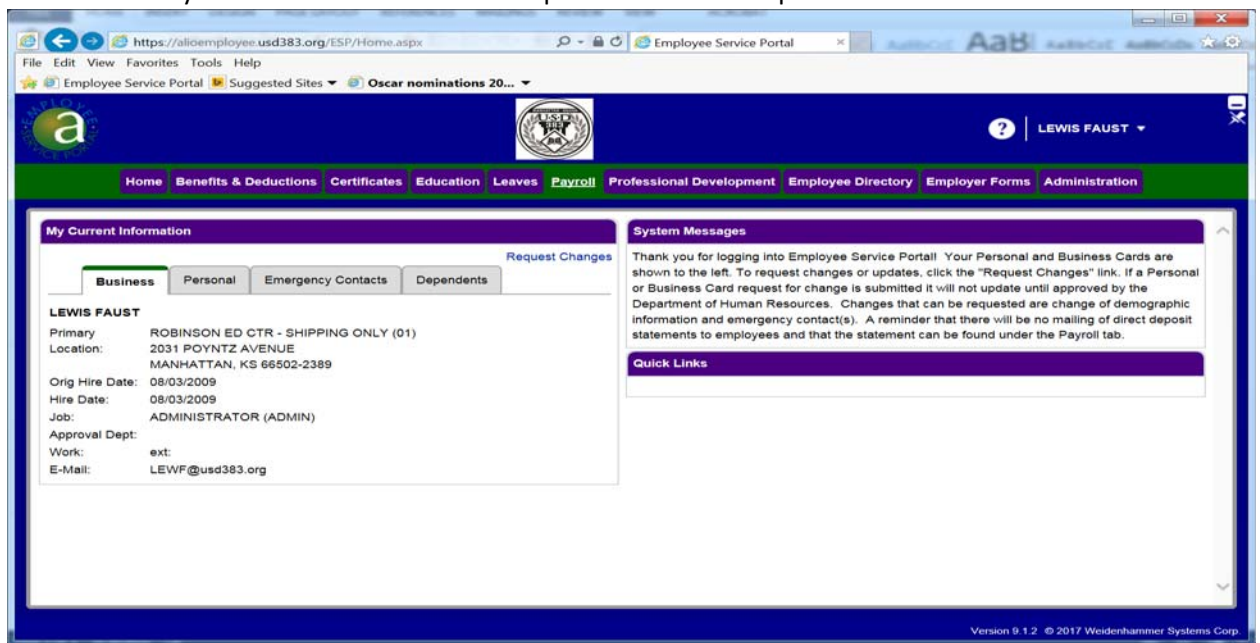


# Manhattan-Ogden USD 383 Guide Document to Access W-2 and 1095-C Forms Calendar/Tax Year: 2019

1. Log in to the Employee Service Portal (ESP) at: <https://esp1.aliolutions.net/USD383/>



2. Click on the Payroll tab in the middle of the options across the top of the next screen:



3. In the Menu above the calendars (in blue text), click on W-2s.

The screenshot shows the 'Payroll' section of the Employee Service Portal. At the top, there is a navigation menu with items: Home, Benefits & Deductions, Certificates, Education, Leaves, Payroll, Professional Development, Employee Directory, Employer Forms, and Administration. The 'Payroll' menu item is highlighted in blue. Below the menu, there is a 'Payroll' header with a sub-menu: Request Direct Deposit Changes | Time Entry Proxy Requests, Pay Check Calendar | Salary Compensation | W-2s | 1005-Cs. The main content area is titled 'Pay Check Calendar - Click highlighted date to view details' and includes a 'Today' and 'Year: 2016' dropdown. Below this are four calendar grids for July 2016, August 2016, September 2016, and October 2016. The date 16th of July is highlighted in green. Below the calendars are buttons for November 2016, December 2016, January 2017, and February 2017. The footer of the page reads 'Version 9.1.2 © 2017 Weidenhammer Systems Corp.'

4. Next, click on the blue text in the top line that reads: 2019 KS Unified School District No 383. You will be prompted to "Confirm Your Current Password". Enter your unique password that you utilize when logging into the Employee Service Portal and click the submit button.

The screenshot shows the 'W-2 Forms' section of the Employee Service Portal. The navigation menu is the same as in the previous screenshot, with 'Payroll' highlighted. The sub-menu is: Request Direct Deposit Changes | Time Entry Proxy Requests, Pay Check Calendar | Salary Compensation | W-2s | 1005-Cs. The main content area is titled 'W-2 Forms' and contains a list of links for downloading W-2 statements: Download W-2 statements for 2016 KS UNIFIED SCHOOL DISTRICT NO 383, Download W-2 statements for 2019 KS UNIFIED SCHOOL DISTRICT NO 383, Download W-2 statements for 2014 KS UNIFIED SCHOOL DISTRICT NO 383, and Download W-2 statements for 2013 KS. The footer of the page reads 'Version 9.1.2 © 2017 Weidenhammer Systems Corp.'

5. Click 'Open' and a pdf file of your W-2 form for tax year 2019 will be generated. The file is a six-page document with three copies of your W-2 form, one each for federal and state tax purposes and one for your personal records.
  
6. Next, select the Printer icon in the top bar to print. To save the file select the file menu on top left-hand side of the menu and select the "Save As" option. Finally, name and save the file to the desired location on your computer/device.
  
7. The same process would be followed to access the 1095-C Form within your Employee Service Portal account. In step three you would click the blue 1095-C link on the top right-hand side of the screen and then proceed through the same steps to download, print and/or save this document.