

### What is ExponentHR?

ExponentHR is a single-source HCM system that powers your team with HR, payroll, benefit enrollment, time reporting, time off tracking, expense reimbursement and much more!

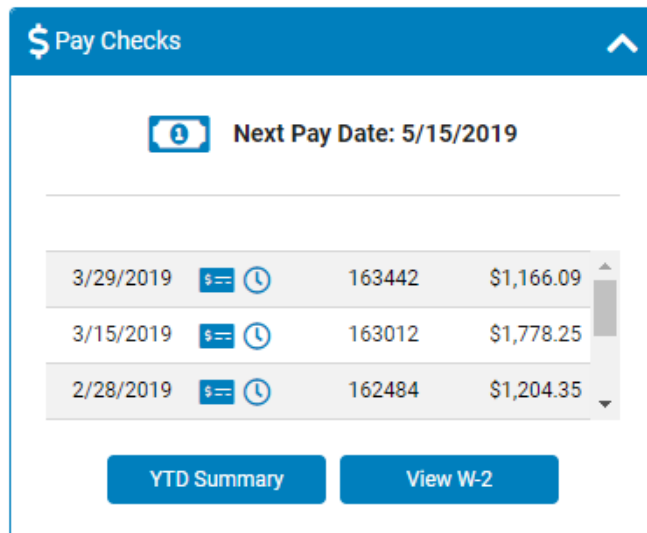
### How Do I Access my W-2 / 1099?

- At the start of the new year, your company will review the previous year's tax information and when all looks correct, they will send ExponentHR an approval. ExponentHR will proceed with preparing your tax forms.
- Your prepared W-2 or 1099 form will be available online within 2-5 business days of ExponentHR receiving the approval from your company.

**Note:** When the form is available, the system will generate a notification to you.

- Log into ExponentHR and go to your Pay Check Widget.
- Click on View W-2 to see the current year W-2.
- To see historical W-2, Click on YTD Summary. A pop-up will appear where you can select the year you wish to view.

**Note:** If you do not have the Pay Check Widget applied, please go to Configure Dashboard.



Date	Payroll ID	Amount
3/29/2019	163442	\$1,166.09
3/15/2019	163012	\$1,778.25
2/28/2019	162484	\$1,204.35

- You can also access your tax document using the Menu Bar. Hover over Time and Pay and click on YTD Pay Summary. Click on View/Print Form W-2 in the top right-hand corner.

[View/Print Form W-2](#)

**Note:** To add the Pay Check Widget, click on the Configure Dashboard, check the box next to Pay Check, and click Apply.

### How Do I Access my 1095-C

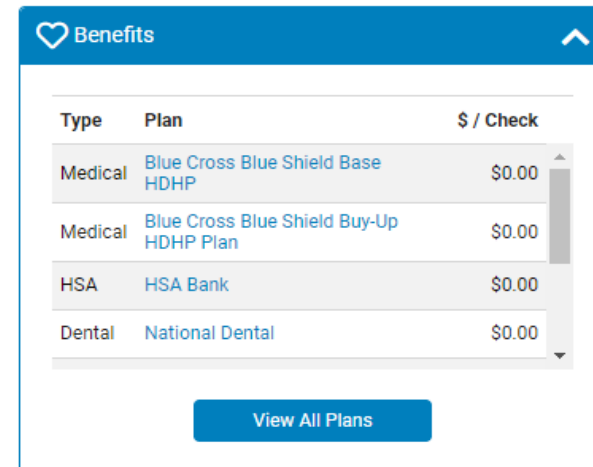
- Your 1095-C form will be available online within 2-5 business days of ExponentHR receiving the approval from your company.

**Note:** When the form is available, the system will generate a notification to you.

- Log into ExponentHR and go to your Benefits Widget.
- Click on View All Plans which will take you to the Current Elections page.
- Click on Form 1095-C to select the year to retrieve the 1095-C.

**Note:** If you do not have the Pay Check Widget applied, please go to Configure Dashboard.

- You can also access the tax document using the Menu Bar. Hover over Benefits > Current Elections and click on Form 1095-C to select the year and get the form.



Type	Plan	\$ / Check
Medical	Blue Cross Blue Shield Base HDHP	\$0.00
Medical	Blue Cross Blue Shield Buy-Up HDHP Plan	\$0.00
HSA	HSA Bank	\$0.00
Dental	National Dental	\$0.00

### How Can I Get Additional Help?

If you need further assistance with any part of the ExponentHR website, please contact ExponentHR Enterprise Services at (866) 612-3200 or [support@exponenthr.com](mailto:support@exponenthr.com).