

Manhattan-Ogden USD 383
Guide Document to Access W-2 and 1095-C Forms
Calendar/Tax Year: 2025

Be advised that tax documents may not open on a mobile device (such as a cell phone or iPad).

1. Log in to the Employee Service Portal (ESP) at: <https://usd383.erplinq.com/ESP/>



The image shows the 'Sign In to Employee Service Portal' page. It features a dark blue background with a green header bar. The header bar contains the text 'Sign In to Employee Service Portal' and a 'Sign In' button. Below the header, there are fields for 'Username' and 'Password', and a 'Sign In' button. To the right of these fields, there are links for 'Forgot your username?', 'Forgot your password?', and 'Create an account'. A note at the bottom right states: 'Attention: this application is supported in the following browsers: Windows Internet Explorer® 9, 10, 11; Microsoft® Edge®; Mozilla® Firefox® 46; Google® Chrome® 50; Safari® 6 - MAC only. Functionality cannot be guaranteed if you are using an unsupported browser.'

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



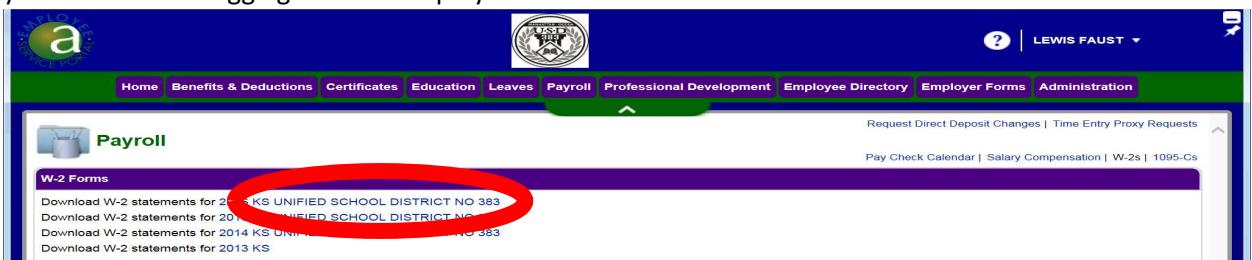
The image shows the main interface of the Employee Service Portal. The top navigation bar includes links for Home, Benefits & Deductions, Certificates, Education, Leaves, Payroll (which is highlighted with a red circle), Professional Development, Employee Directory, Employer Forms, and Administration. Below the navigation bar, there are sections for 'My Current Information' (showing 'LEWIS FAUST' and 'Primary Location: ROBINSON ED CTR - SHIPPING ONLY (01) 2031 POYNTZ AVENUE MANHATTAN, KS 66502-2389') and 'System Messages' (a note about requesting changes to personal or business cards). A 'Quick Links' sidebar is on the right.

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



The image shows the 'Payroll' screen. The top navigation bar is identical to the previous screen. Below it, there is a 'Pay Check Calendar' section with four month-over-month grids for July 2016, August 2016, September 2016, and October 2016. To the right of the calendar, there are links for 'Request Direct Deposit Changes', 'Time Entry Proxy Requests', 'Pay Check Calendar', 'Salary Compensation', 'W-2s', and '1095-Cs'. A red circle highlights the 'W-2s' link.

4. Next, click on the blue text in the top line that reads: **2025 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 image shows the 'W-2 Forms' screen. The top navigation bar is identical to the previous screens. Below it, there is a section for 'W-2 Forms' with a list of download links: 'Download W-2 statements for 2014 KS UNIFIED SCHOOL DISTRICT NO 383', 'Download W-2 statements for 2013 KS UNIFIED SCHOOL DISTRICT NO 383', 'Download W-2 statements for 2012 KS UNIFIED SCHOOL DISTRICT NO 383', 'Download W-2 statements for 2011 KS UNIFIED SCHOOL DISTRICT NO 383', and 'Download W-2 statements for 2010 KS UNIFIED SCHOOL DISTRICT NO 383'. A red circle highlights the first link in the list.

5. Click 'Open' and a pdf file of your W-2 form for tax year **2025** 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.