


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).

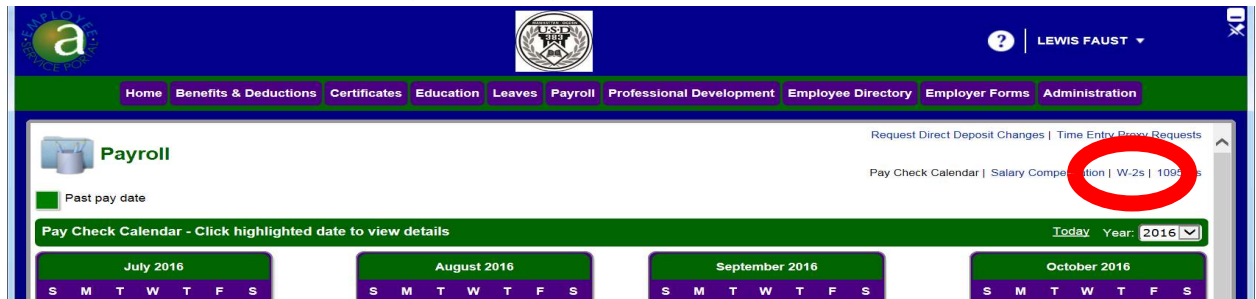
1. Log in to the Employee Service Portal (ESP) at: <https://usd383.erpling.com/ESP/>



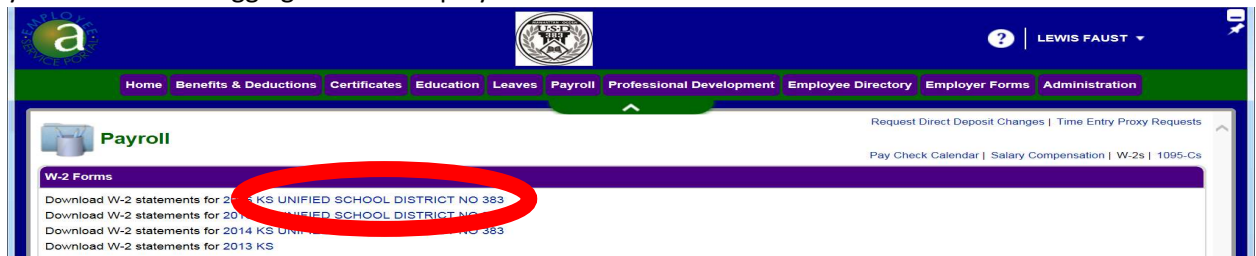
2. Click on the Payroll tab in the middle of the options across the top of the next screen:



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



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.



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.