

# Login Screen/ Home Page

ADP W2Services | Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://w2.adp.com/W2Services/index.jsf> Go Links SnagIt

**ADP**

**ADP**  
W-2 Services

Welcome to ADP W-2 Services

**Login**


- [Forgot Password?](#)
- [Forgot User ID?](#)
- [Register Now](#)

**Information Center**

- [Can't Log In?](#)
- [Security Settings](#)
- [Minimum Software Requirements](#)

Use of pop-up blockers may interfere with some of the features on this site. [Tell me more.](#)

This site is best viewed in 1024 x 768 using Microsoft® Internet Explorer. Click the icon below to install the latest version.



PRIVACY STATEMENT TERMS & CONDITIONS

Local intranet

First time users will click on the "Register Now" link. All others who have already registered will click on the "Login" button.

# Registration



## Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

### Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Ready to get started?

**Register now**

Already Registered?

**Add a Service**

### The Registration Process At-a-Glance

Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

### What you need to register:

- Registration pass code [Learn More](#)

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

Click on "Register Now" button to start the one-time registration process

# Self Service Registration Pass Code

Register for ADP Services - Microsoft Internet Explorer

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Address <https://netsecure.adp.com/pages/pub/ccmain.jsp?rtnURL=https://w2.adp.com> Go Links SnagIt

**ADP**

## Register for ADP Services

Please enter the following information to register for ADP services.

**Step 1 of 6**

- 1. Enter Your Registration Pass Code**
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation

### Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

**Note:** The pass code is not case-sensitive.  
▶ = Required

**Registration Pass Code:** ▶  (Example: Genco-1234abc)

Registration Pass Code is TXSTSM-W2

Next

Click on NEXT

Done Local intranet

# Verify Your Identity



## Register for ADP Services

Please enter the following information to register for ADP services.

**Step 2 of 6**

1. Enter Your Registration Pass Code  
**2. Verify Your Identity**  
3. Enter Your Contact Information  
4. Enter Your Security Information  
5. View Your User ID & Create Your Password  
6. Confirmation

**Verify Your Identity**  
We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

**A. Select a Service**  
Service: ▶ W2 Services

**B. W-2 Services Information**  
I want to verify my identity using:  
Social Security Number (SSN) ▶

Your SSN is used during the account creation process; it is not used for any other purpose.

First Name: ▶  
Last Name: ▶  
SSN: ▶ (Nine digits, any format.)  
Confirm SSN: ▶ (Nine digits, any format.)  
Employee ID: ▶  
Company Code: ▶  
Home ZIP/Postal Code: ▶  
Tax Year: ▶ 2010

Next Cancel

**Sample Form W-2**  
2007 W-2 and EARNINGS SUMMARY  
Employee Reference Copy  
W-2 Wage and Tax Statement  
2007  
Company Code  
Employee ID  
Zip/Postal Code

This is the Employee's Home Address Zip Code

Enter your Information

Select "W2 Services"

Employee's Picture ID Card

Company Code is V9Q

# Personal Information Page



## Register for ADP Services

Please enter the following information to register for ADP services.

### Step 3 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
- 3. Enter Your Contact Information**
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter your information

### Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

**First Name:** ▶

**Middle Initial:**

**Last Name:** ▶

(Apostrophes and hyphens are allowed.)

**Business/Personal E-Mail:** ▶

(This e-mail address is only used for notifications.)

**Confirm E-Mail:** ▶

**Phone:**

(Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

Next

Cancel

# Security Information Page



## Register for ADP Services

Please enter the following information to register for ADP services.

### Step 4 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
- 4. Enter Your Security Information**
5. View Your User ID & Create Your Password
6. Confirmation

### Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

**Important:** Be sure to choose answers you can remember.

▶ = Required

**City/Town of Birth:** ▶   
**Birth Month and Day:** ▶  (Month) ▶  (Day)

Select a question from the list and enter your answer.

**Security Question 1:** ▶

**Answer 1:** ▶

Select a different question from the list and enter your answer.

**Security Question 2:** ▶

**Answer 2:** ▶

Your Information

Select your security questions, enter your answers, and then click NEXT.

**Important:** The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.

# User ID / Setup Password Page



## Register for ADP Services

Please enter the following information to register for ADP services.

### Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
- 5. View Your User ID & Create Your Password**
6. Confirmation

#### View Your ADP Services User ID

Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

**Note:** Your user ID is not case-sensitive.

**User ID:** TUser@Test

A confirmation e-mail containing your user id will be sent to the address you provided.

#### Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

**Note:** Your password is case sensitive.

▶ = Required

Create Password:

(Example: Password01)

Confirm Password:

**Note: User Id provided will be required to access the W-2 Services site. After registration, only the User Id and Password will be required to logon to the W-2 Service web site. Create your password and click Submit.**

# Confirmation Page



## Register for ADP Services

Please enter the following information to register for ADP services.

### Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password

### 6. Confirmation

Thank you for registering!  
An e-mail containing your User ID has been sent to the address you provided.

### Log On to an ADP Service

The following ADP services are currently available to you. To use a service, select it and click **Log On**. If you want to log on later, click **Close**.

- W-2 Services

Employee can now **Log On** to the W-2 Service Website to elect the option of a paperless W-2.  
**Click Log On**

# Confirmation Email

ADP Generated Message: Confirmation of Registration - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: ADP Netsecure Sent: Tue 9/25/2007 7:54 PM  
To: NCNP HYE  
Cc:  
Subject: ADP Generated Message: Confirmation of Registration

This e-mail has been sent from an automated system. PLEASE DO NOT REPLY. If you have any questions, please contact your administrator for assistance.

Welcome! You have been enrolled in W2 Services Internet service. To use the service, follow the instructions below.

-----  
INSTRUCTIONS  
-----

1. Go to W2 Services.
2. Enter the following User ID: TUser@TESTPCS
3. Enter the password you created when you registered.

Employee User will also receive an email confirmation message once the registration process is complete. Employee will need the **USER ID** and the **password** to log on to the W-2 Service website.

# Home Page – Post Login

The screenshot shows the ADP W-2 Services home page. At the top left is the ADP logo. At the top right is a 'Logout' button with a red 'X' icon. Below the logo is the 'Your W-2 Summary' section, which includes a 'Tax Year' dropdown menu and a note about needing Adobe Reader. On the right side, there is a 'Resource Center' sidebar with two sections: 'Information Center' and 'Things You Can Do'. A yellow callout box with a black border points to the 'Change Your Paperless Options' link in the 'Things You Can Do' section, containing the text: 'For the Paperless option. Employee must click on the following link: (Change Your Paperless Option)'. At the bottom of the page, there are links for 'FEEDBACK', 'PRIVACY STATEMENT', and 'TERMS & CONDITIONS'. The footer text reads 'W-2 Services 150.15'.

**ADP** Logout

## Your W-2 Summary

Click a date to view the statement details or select another statement type.

W-2

**Tax Year**

You will need Adobe® Reader® to view your statements. For best viewing, download the latest version of Adobe Reader by clicking the button below. For more information, refer to the Need Help? link.

Get Adobe Reader

### Resource Center

- Information Center**
  - [Need Help?](#)
  - [See What's New On This Site?](#)
- Things You Can Do**
  - [Change Your Password](#)
  - [Change Your Paperless Options](#)
  - [Change Your Notification Options](#)
  - [Edit Your E-mail Address](#)
  - [Update Your Profile](#)

For the Paperless option. Employee must click on the following link:  
(Change Your Paperless Option)

W-2 Services 150.15

◊ FEEDBACK ◊ PRIVACY STATEMENT ◊ TERMS & CONDITIONS

# Resource Center - Change Your Paperless Options



Home Logout



W-2 Services

## Change Your Paperless Options

You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the secure website for 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at any time by deselecting this option.

**Note:** When you choose to stop receiving paper copies of your statements anytime during the current tax year (prior to January 1), you will be able to access your statements online when they are made available (by January 31) the following year.

**Access my W-2s and 1099s online only**

By selecting this option, you will access your annual statements (W-2s and 1099s) online only. You will no longer receive paper copies. After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Edit Your E-mail Address** on the Home page to update your e-mail address.

If your W-2 or 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your W-2 or 1099 in order to attach it to any applicable Federal, State, or local income tax return.

**Next** **Reset**

**Cancel**

### Need Help?

- [Can I use the W-2 or 1099 I print to file my taxes?](#)
- [I want to receive an e-mail when there is a new statement.](#)
- [Does my PC need certain software to view my statements online only?](#)

[Show all questions for this page.](#)

Click in the box to select the option to access your W-2 Form online only. After the selection click **NEXT**.

# Go Paperless – Step 1

ADP W-2 Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://w2.adp.com/W2Services/private/w2Index.jsf>

ADP Logout

ADP W-2 Services

## Paperless Annual Statements

### Step 1. Agreement

- 1. Agreement
- 2. Confirmation
- 3. Thank You

1. By accepting to go paperless, you consent to stop receiving paper annual statements (W-2s and/or 1099s) and access your statements only on the secure website. This agreement only applies to a United States W-2, Virgin Island W-2, and/or 1099-Misc. (If you are receiving a Puerto Rico W-2 or a 1099-R, paper will still be sent.)
2. Your consent applies to annual statements furnished every year until that consent is withdrawn.
3. Hardware and Software required: A computer with Internet access, a browser capable of displaying most common internet web pages, and the ability to view your online statements. Note: You will need to confirm your ability to view your online statements on the following page.
4. You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, you will receive a confirmation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a confirmation letter from your employer.

Click on the Accept button to agree to the terms listed in the agreement box.

W-2 Services 48.52

FEEDBACK PRIVACY STATEMENT TERMS & CONDITIONS

Local intranet

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# Go Paperless – Step 2

ADP W-2 Services - Microsoft Internet Explorer

Address: <https://w2.adp.com/W2Services/private/w2Index.jsf>

ADP W-2 Services

## Paperless Annual Statements

### Step 2. Confirmation

1. Agreement
- 2. Confirmation**
3. Thank You

Online W-2s and/or 1099s are viewable using Adobe® Reader®. Enter the confirmation number displayed below to make sure that you are able to view an online annual statement.

**Note:** If you cannot see the confirmation number, click **Cancel** to return to the Change Your Paperless Options page. Make sure that you have the latest version of Adobe Reader installed and try again.

Please enter the confirmation number shown below into the designated area.

ZXWU84R8D9GD

Enter confirmation number here:

**Enter the confirmation number displayed above to make sure that you will be able to view your W-2 Form Online. Then Click SAVE**

W-2 Services 48.52

FEEDBACK PRIVACY STATEMENT TERMS & CONDITIONS

Done Local intranet

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# Go Paperless – Step 3

ADP Logout

ADP  
W-2 Services

### Paperless Annual Statements

#### Step 3. Thank You

- 1. Agreement
- 2. Confirmation
- 3. Thank You**

Thank you for choosing to stop receiving paper copies of your annual statements (W-2 and/or 1099) and access these statements on the secure website only.

**Reminder:** When your latest annual statement becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.

E-mail Address:  [Edit](#)

Click **DONE**. A notification will be sent automatically to the e-mail address that you provided when the W-2 Form is available.

**Please Do Not Forget To Log Out.**