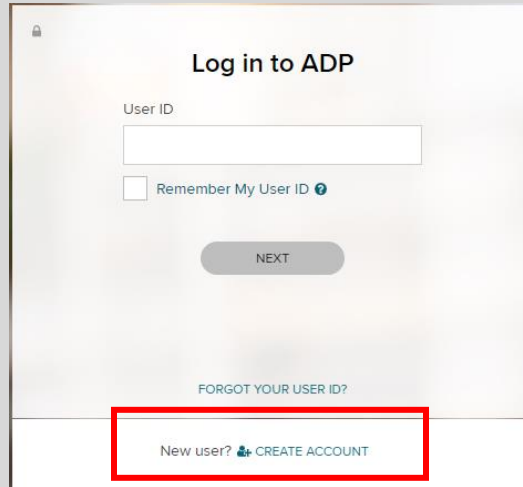


ADP Online W2 Access Guide

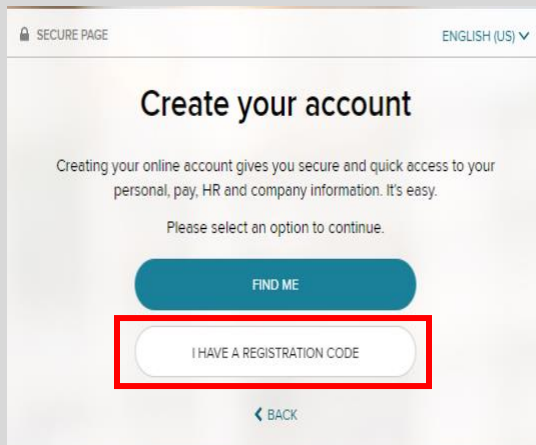
Please use the following steps when registering for the first time.

1. Visit <https://my.adp.com> and click CREATE ACCOUNT

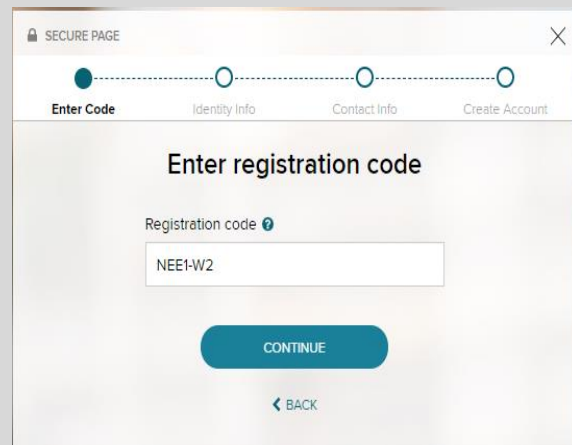


The screenshot shows the 'Log in to ADP' page. It features a 'User ID' input field, a 'Remember My User ID' checkbox, and a 'NEXT' button. Below these is a 'FORGOT YOUR USER ID?' link. At the bottom, the text 'New user? CREATE ACCOUNT' is highlighted with a red rectangular box.

2. Click I HAVE A REGISTRATION CODE, enter in the registration code **NEE1-W2** and click CONTINUE.



The screenshot shows the 'Create your account' page. It includes a 'SECURE PAGE' header, a language dropdown set to 'ENGLISH (US)', and a progress indicator with four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Create Account' step is currently active. Below the header, there is a 'FIND ME' button and an 'I HAVE A REGISTRATION CODE' button, which is highlighted with a red rectangular box. A 'BACK' button is located at the bottom.




The screenshot shows the 'Enter registration code' page. It features a 'SECURE PAGE' header, a language dropdown set to 'ENGLISH (US)', and a progress indicator with four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Enter Code' step is currently active. Below the header, there is a 'Registration code' input field containing the text 'NEE1-W2' and a 'CONTINUE' button, which is highlighted with a red rectangular box. A 'BACK' button is located at the bottom.


3. Complete the Identify yourself section.


- **Control Number-Employee ID:** This will be your employee ID (*this will be your Bear Trax ID for newer employees*)
- **Control Number- Company Code:** R8H
- **Zip Code:** This will be your home/ mailing zip code.
- **Employee's SSA Number:** 9-digit social security number without dashes.

Click the box beside I'm not a robot. You may be prompted to identify images for security purposes.

Identify yourself

First name* 

Last name* 

Service name and document* 

[VIEW SAMPLE DOCUMENTS](#)

Year of W-2*

Control number - Employee ID*

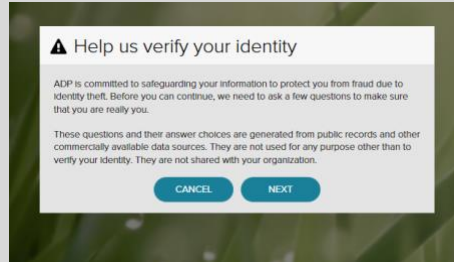
Control number - Company code*

Zip Code*

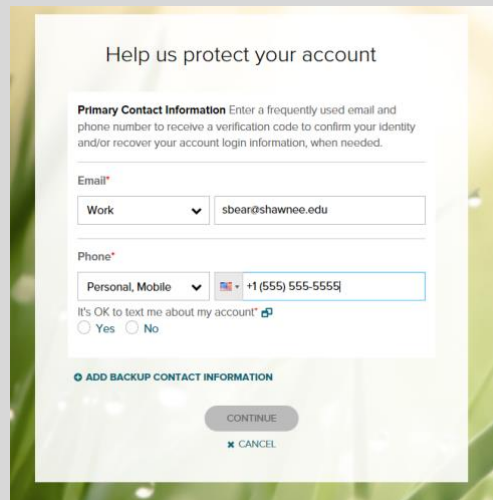
Employee's SSA number*

[Continue](#)

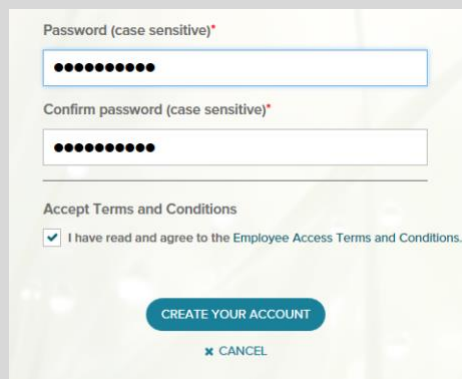
4. You will now be prompted to answer a few security questions to verify your identity.



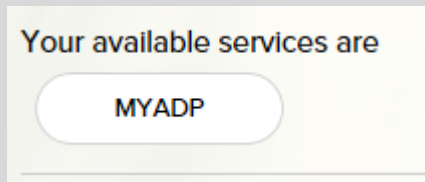
5. After answering the security questions, enter in your email and phone number. You may use your personal or work email/phone number.



6. Create a password, agree to the terms and conditions and select your security questions/answers.



7. You should receive a confirmation screen that provides your user ID. This will likely be your first name initial followed by your last name and @nee1. To login simply click the MY ADP button and enter in your log in credentials.



8. To view/print your W2, simply click DOWNLOAD STATEMENT.

