This QRC describes how to register for Online W-2 Services and opt in to paperless delivery of your W-2. Employees should have their Purdue ID Number and Social Security Number on hand before beginning this process.

**Step 1: Register for Online W-2 Services**

Navigate to [https://my.adp.com](https://my.adp.com) (Copy and paste this URL into a new browser window)

First Time Users must create an account before logging in.

To create an account, click **Create Account**.

**Note:** After you have created an account, return to this screen and click Log In to set your delivery preferences. For additional information, see Step 2: Log in for the first time / set delivery options

<table>
<thead>
<tr>
<th>Select – I HAVE A REGISTRATION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the Registration Code:</td>
</tr>
<tr>
<td><strong>PurdueUNV-Tax</strong></td>
</tr>
<tr>
<td>Click <strong>Continue</strong></td>
</tr>
</tbody>
</table>
Enter your **First Name** and **Last Name**

**Service name and document:** W2 Services

**Year of W-2:** Select most recent year available

**Control Number**
- **Employee ID:** Your PUID Number
  - Format: 00XXXXXXXX (10 digits)
  - Include the two leading zeros
  - Do not include dashes
  - [I don't know my PUID Number](#)
- **Company Code:** TNU

**Employee's Zip Code:** Your Zip Code
- Must match your address on file with the University (Can be verified in Success Factors)

**Employee’s SSA Number (SSN/EIN/ITIN)**
- Enter your Social Security Number
- Do not include dashes
- [I don't have a Social Security Number](#)

**Complete** the CAPTCHA challenge.

ADP uses the information you have provided to locate your record.

Click **Next**
Enter your **Email address**

Enter your **mobile phone number**, if desired

- Create and Confirm a **strong password**
  - Note: Do not include spaces.
- Select and provide answers for **three challenge questions** (used to verify your identity if your password or user ID are requested)

**Note your ADP User ID and password for future access**

See [W-2 Services FAQ](#) regarding lost usernames or passwords

Click **Register Now**

---

You will receive two emails; one message confirming your registration and one message asking you to confirm your email address.

**Final step to register:** confirm email address

---

© Purdue University
Open the message sent to your email address from ADP (SecurityServices_NoReply@adp.com) with subject \textit{Activate your Email Address}

\textbf{Click the link} in the message to activate your email address.

You will receive a notification that your email address has been activated.

Your email address has been activated.

It is now registered with your ADP service account, and you may receive important notifications from your organization or ADP. For example, if you forget your login information, ADP can send your user ID and password. ADP will also alert you if we suspect your account has been compromised.

\textbf{Step 2: Log in for the first time / set delivery options}

Navigate to \url{www.w2.adp.com}

Enter your \textbf{ADP User ID and password}

Note: Users must create an account with ADP in order to log in. Instructions for creating your account can be found in \textbf{Step 1: Register for Online W-2 Services}
In the upper right corner, click your name and select Settings in the drop down menu

In the Go Paperless pane, click the slider button next to Receive paperless statements to the right

Review the information and mark the checkbox next to Receive Paperless Annual Tax Statements

Click I Agree

The Go Paperless tile shows that you have elected paperless

In order to be effective for the calendar year, the paperless election must be made prior to December 31st.