Register for Online W-2 Services and Select Delivery Option

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 (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

Select – **I HAVE A REGISTRATION CODE**

Enter the Registration Code:

PurdueUNV-Tax

Click **Continue**

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.

Identify yourself

First name* ❓

Jane

Last name* ❓

Doe

Service name and document* ❓

W2 Services ⌄

VIEW SAMPLE DOCUMENTS

Year of W-2 *

2021 ⌄

Control number - Employee ID*

00XXXXXXXX

Control number - Company code*

TNU

Zip Code*

XXXXX

Employee's SSA number*

••••••••

CONTINUE

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

Click **Next**

ⓘ Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CANCEL   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**

Enter your contact information ❔

Resetting your password is easier when you:
- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*
john.doe@organizationxyz.com   ○ Business ● Personal

Mobile phone number
United States ▾   555-555-5555   ○ Business ● Personal

☑ I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*
JDoe@IdUsr001

Password (case sensitive) * ❔
••••••••••• 👁 Strong ✓

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
•••••••••

Select security questions and answers ❔

Use answers to your security questions that you can easily remember later.

Question 1*
What was the first and last name of your first manager? ▾

Your answer (not case-sensitive)*
John Jonathan

Question 2*
In what city was your mother born? (Enter full name of city only) ✕ ▾

Your answer (not case-sensitive)*
Newark

Question 3*
In what city was your father born? (Enter full name of city only) ▾

Your answer (not case-sensitive)*
Chicago

Accept Terms and Conditions
☑ I have read and agree to the EMPLOYEE ACCESS TERMS AND CONDITIONS.

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**

✓ **Congratulations! Your registration is complete!**

Your account

👤 Your user ID: Jdoe@organizationxyz

🗄 Your available ADP services:
SELF SERVICE

Activate your email / phone ❔

⚠ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉ John.doe@organizationxyz.com

☐ +1 555-555-5555

Open the message sent to your email address from ADP (SecurityServices_NoReply@adp.com) with subject ***Activate your Email Address*** **Click the link** in the message to activate your email address.	ADP Generated Message: Activate Your Email Address SecurityServices_NoReply@adp.com Today, 9:53 AM Thank you for setting up your account with ADP. Click on this link to activate your email to receive notifications from ADP: https://netsecure.adp.com/pages/sms/ess/pub/activation/theme.faces?activationCode=6F42F3F0-36FC-4632-87DC-07DED8E6C1AC As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP. Need help or have questions about your account? Contact your organization's administrator for assistance. This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL. Message ID: PR-0BH-941-2RM5DD

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

ADP

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.

Step 2: Log in for the first time / set delivery options

Navigate to www.w2.adp.com Enter your **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 Step 1: Register for Online W-2 Services	**Log in to ADP** User ID [ ] ☐ Remember My User ID ❓ NEXT FORGOT YOUR USER ID? New user? 👤 CREATE ACCOUNT
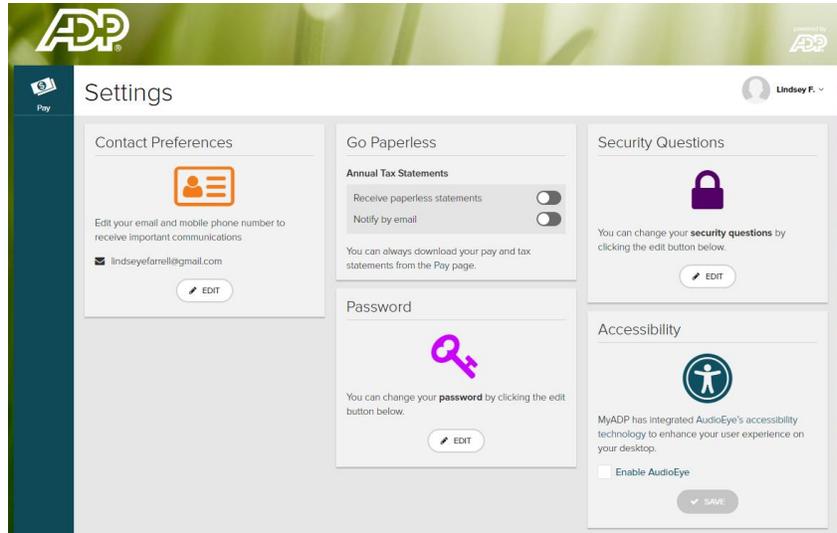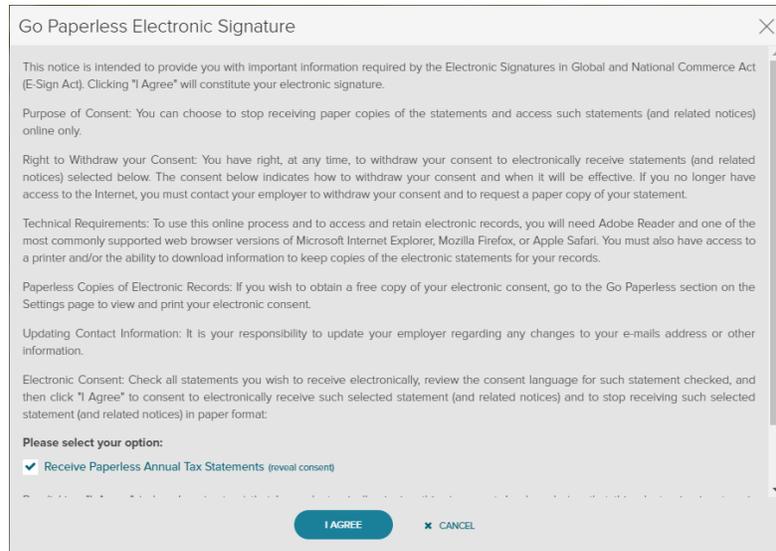
In the upper right corner, **click your name** and select *Settings* in the drop down menu **In the *Go Paperless* pane, click the slider button** next to Receive paperless statements to the right	
Review the information and **mark the checkbox** next to Receive Paperless Annual Tax Statements Click **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.	