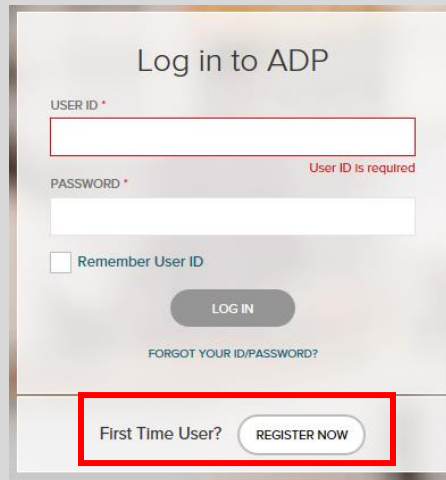


ADP Online W2 Access Guide

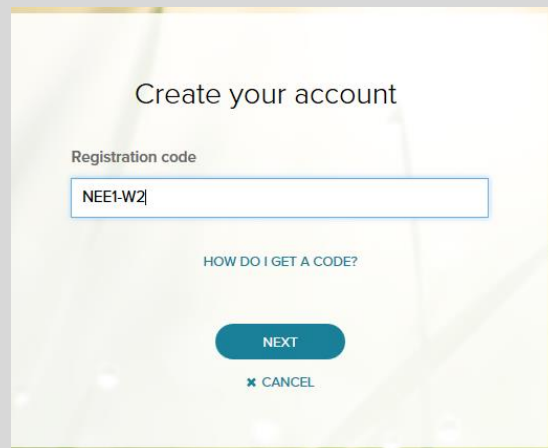
Please use the following steps when registering for the first time.

1. Visit <https://my.adp.com> and click REGISTER NOW



The screenshot shows the ADP login interface. At the top, it says "Log in to ADP". Below this are two input fields: "USER ID *" and "PASSWORD *". A red error message "User ID is required" is visible next to the password field. There is a checkbox for "Remember User ID" and a "LOG IN" button. Below the login section, there is a link "FORGOT YOUR ID/PASSWORD?". At the bottom, there is a "First Time User?" link and a "REGISTER NOW" button, which is highlighted with a red rectangular box.

2. Enter in the Registration Code NEE1-W2 and click NEXT




The screenshot shows the "Create your account" page. It features a "Registration code" input field containing the text "NEE1-W2". Below the input field is a link "HOW DO I GET A CODE?". At the bottom, there are two buttons: a blue "NEXT" button and a grey "X CANCEL" button.


3. Complete the Identify yourself section.


- **Control Number-Employee ID:** This will be your employee ID (*this may be your Bear Trax ID for newer employees*)
- **Control Number- Company Code:** R8H
- **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* 

W2 Services 

[VIEW SAMPLE DOCUMENTS](#)

Year of W-2*


2018 

Control number - Employee ID*

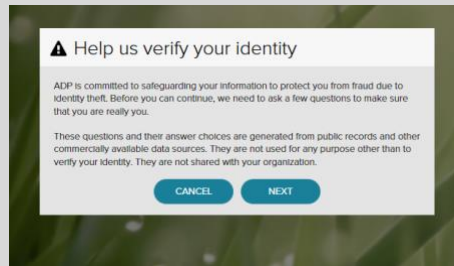
Control number - Company code*

Zip Code*

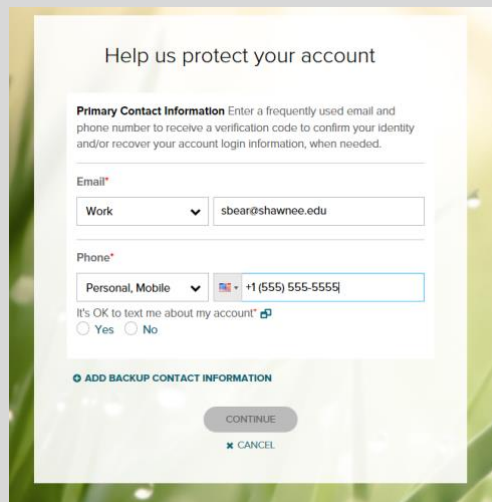
Employee's SSA number*

I'm not a robot 
reCAPTCHA
Privacy - Terms

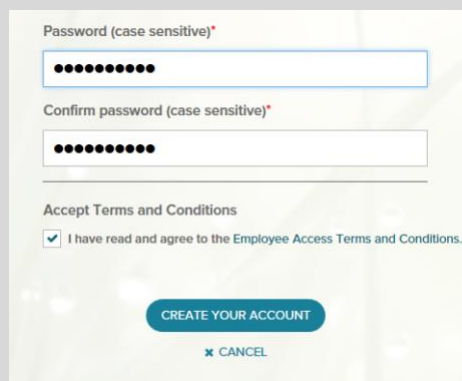
4. You will now be prompted to answer a few security questions to verify your identity.



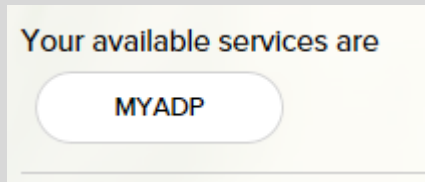
5. After answering the security questions, enter in your email and phone number. You may use your personal or work email/phone number.



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 2018 W2, simply click DOWLOAD STATEMENT.

