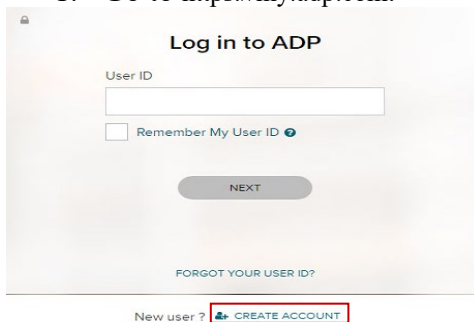
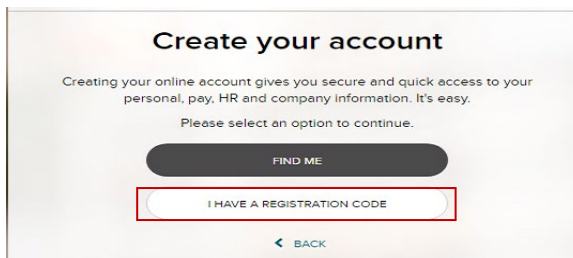


How to Register for ADP W-2 Services

1. Go to <https://my.adp.com>.

The image shows the ADP login page. At the top, it says "Log in to ADP". Below that is a "User ID" input field. Underneath the input field is a checkbox labeled "Remember My User ID" with a small eye icon. Below the checkbox is a "NEXT" button. At the bottom of the login section is a link that says "FORGOT YOUR USER ID?". Below the login section, there is a "New user?" link and a "CREATE ACCOUNT" button, which is highlighted with a red rectangle.

2. Click Create Account

The image shows the "Create your account" page. It has a heading "Create your account" and a subheading "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Below this is a prompt "Please select an option to continue." There are two buttons: "FIND ME" and "I HAVE A REGISTRATION CODE". The "I HAVE A REGISTRATION CODE" button is highlighted with a red rectangle. At the bottom is a "BACK" button.

3. Click on I have a Registration Code

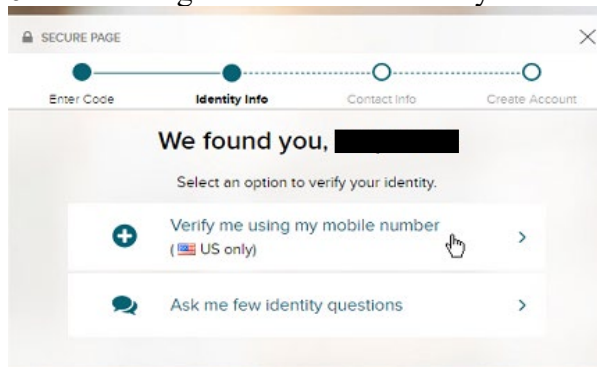
4. Enter the **Registration Pass Code** which is: (CollinEdu-W2)

5. Enter your Social Security Name and **W-2 Services** will default as the Service.

The following information is required for validation purposes:

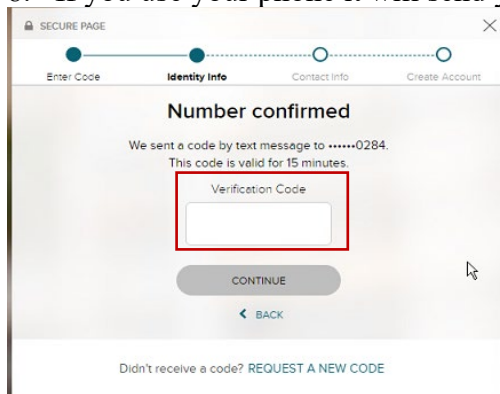
- Tax Year
- Control Number – Your CWID (ex.100000385)
- Control Number – Company code (*U5H*)
- Employee Zip Code
- Full Social Security Number

6. You will get a screen that wants you to verify your identity

The image shows a "SECURE PAGE" for identity verification. At the top, there is a progress bar with four steps: "Enter Code", "Identity Info", "Contact Info", and "Create Account". The "Identity Info" step is currently active. Below the progress bar, it says "We found you, [redacted name]". Underneath is a prompt "Select an option to verify your identity." There are two options: "Verify me using my mobile number (US only)" and "Ask me few identity questions". Both options have a right arrow. A hand cursor is pointing at the "Verify me using my mobile number" option.

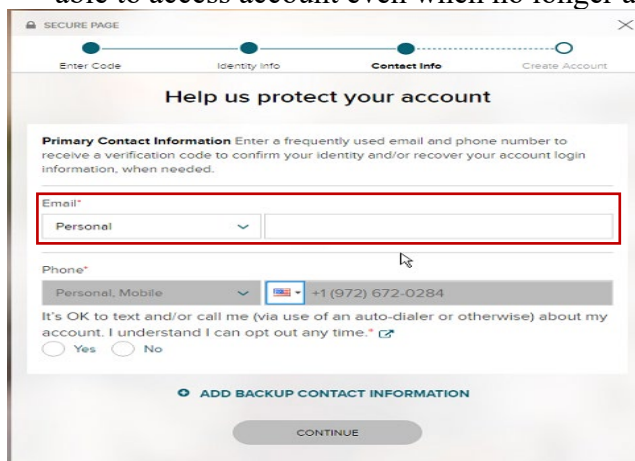
7. You can either use your mobile phone or they will ask questions

8. If you use your phone it will send you a code that you will need to enter



9. Click Continue

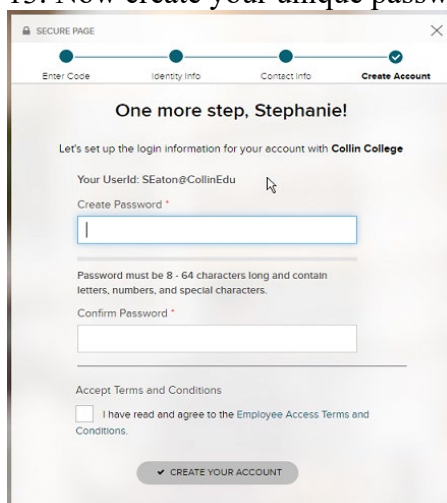
10. Put in your personal email (Personal email highly recommended since you will be able to access account even when no longer an employee.)



11. And answer the question either yes or no

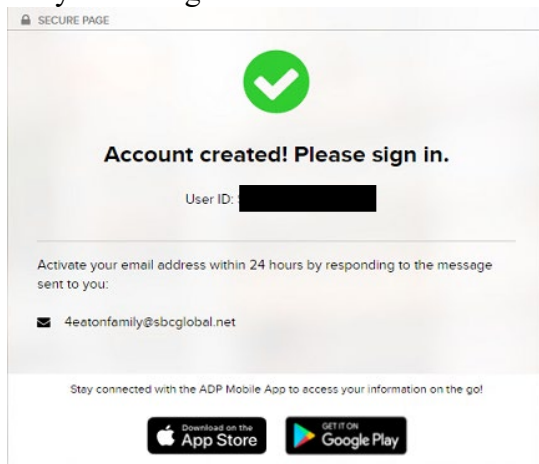
12. Click Continue

13. Now create your unique password



14. Check the accept terms and condition box

15. Click Create your account
16. Once you get this screen you are all setup
17. This will show you your User ID but you need to verify your email address before you can sign in



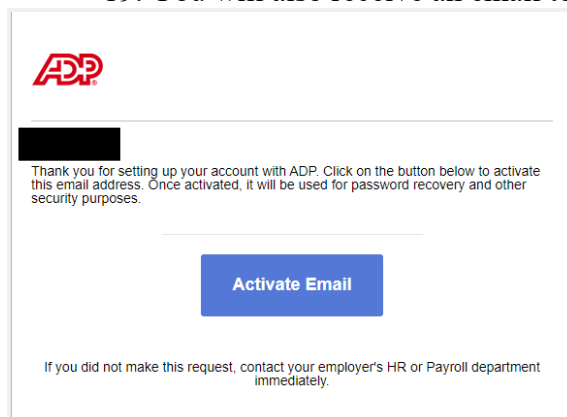
18. You will receive an email with your user ID

Thank you for setting up your account with ADP. We look forward to providing you with the best service.

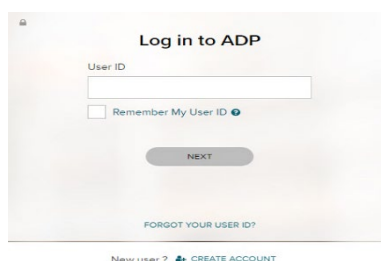
Your User ID: [Redacted]

To manage your account information, log in to your ADP service.

19. You will also receive an email to verify your personal email address



20. Once you activate your email you need to go to my.adp.com and log in from there



21. You will see 2 boxes, the go paperless box and a box called Tax Statements

The screenshot shows two side-by-side boxes. The left box is titled 'Go Paperless' and contains the text 'Save time, trees and clutter!' followed by three green checkmark icons with the following text: 'View your electronic documents online', 'Access them securely at your convenience', and 'Get notified by email when they become available'. At the bottom of this box is a button labeled 'GO PAPERLESS'. The right box is titled 'Tax Statements' and contains the text 'Tax Year 2021'. Below this is a document icon followed by 'W2 COLLIN COUNTY COMMUNITY \$46,145.19' and a link labeled 'VIEW STATEMENT'.

22. When you click on the Go Paperless button, you can consent to receive your W2 online only and get email notifications. If you want to continue receiving a paper W2 then you do not need to do anything in this box.

The screenshot shows a 'Paperless Settings' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a section titled 'TAX STATEMENTS' with a blue information icon. Below this are two toggle switches: 'Receive paperless statements' and 'Send me email notifications', both of which are currently set to 'Off'. At the bottom of the dialog is a blue box with a document icon and the text 'You can always download your pay and tax statements from the Pay page.'

23. If you click either box you will need to accept ADP's agreement

The screenshot shows a 'Paperless Tax Statements Consent' dialog box with a close button (X) in the top right corner. The dialog contains the following text: 'Review and select "I agree" to turn on paperless settings.' followed by a paragraph about the Electronic Signatures in Global and National Commerce Act (E-Sign Act). Below this is a section titled 'Purpose of Consent' followed by a paragraph. Then, a section titled 'Right to Withdraw your Consent' followed by a paragraph. Next, a section titled 'Technical Requirements' followed by a paragraph. Then, a section titled 'Paperless Copies of Electronic Records' followed by a paragraph. Finally, a section titled 'Updating Contact Information' followed by a paragraph. At the bottom of the dialog are two buttons: 'CANCEL' and 'I AGREE'. A mouse cursor is pointing at the 'I AGREE' button.