How to Register for ADP W-2 Services

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

2. Click Create Account

3. Click on I have a Registration Code
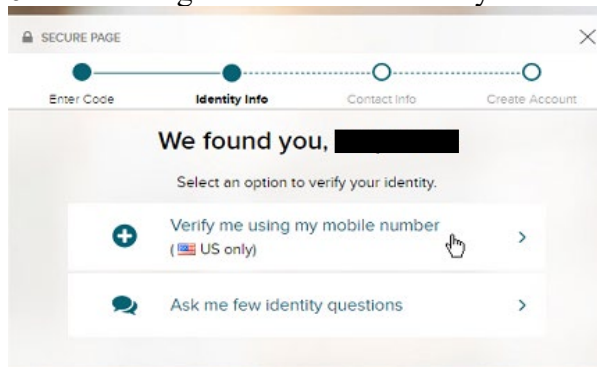
4. Enter the **Registration Pass Code** which is: *(CollinEdu-W2)*
5. Enter your Social Security Name and **W-2 Services** will default as the Service.
The following information is required for validation purposes:
   - Tax Year
   - Control Number – Your CWID (ex.100000385)
   - Control Number – Company code (*U5H*)
   - Employee Zip Code
   - Full Social Security Number
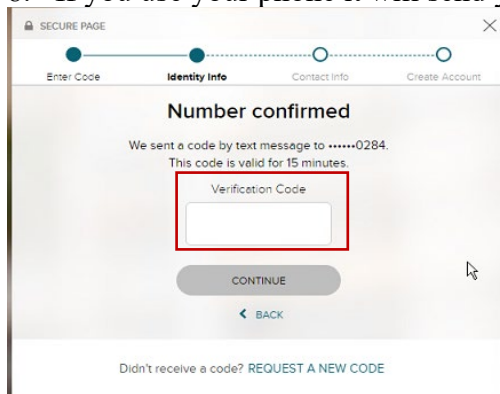
6. You will get a screen that wants you to verify your identity
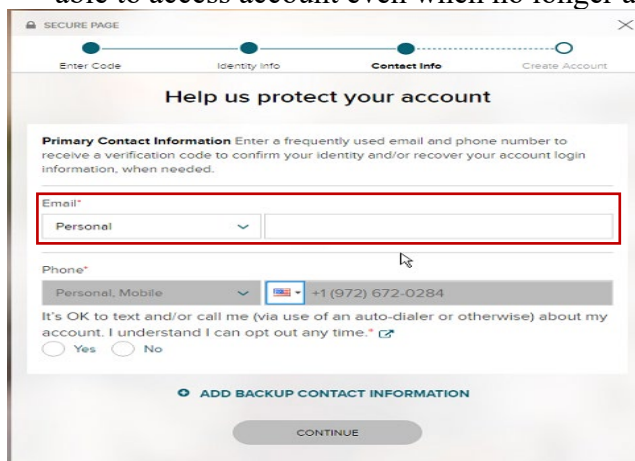
7. You can either use your mobile phone or they will ask questions

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

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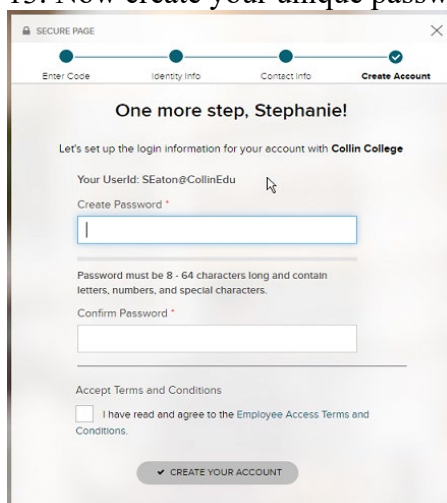
10. Put in your personal email (Personal email highly recommended since you will be able to access account even when no longer an employee.)

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
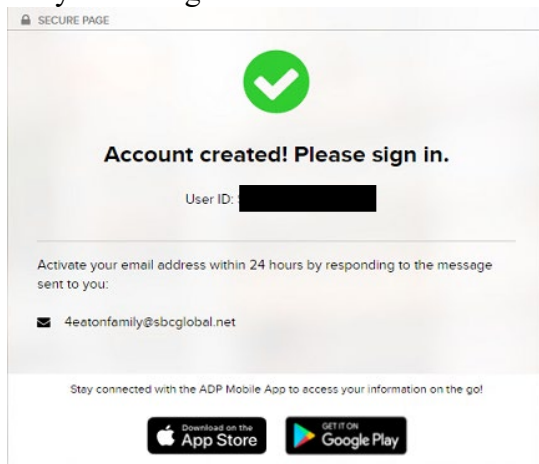
18. You will receive an email with your user ID

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

Your User ID:

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

19. You will also receive an email to verify your personal email address
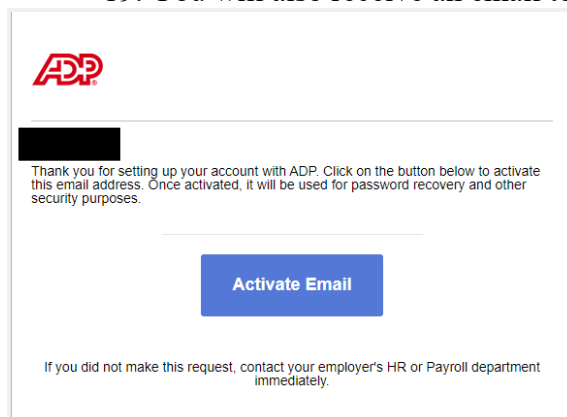
20. Once you activate your email you need to go to my.adp.com and log in from there

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

Go Paperless

Save time, trees and clutter!

🌿 **View your electronic documents online**

🌿 **Access them securely at your convenience**

🌿 **Get notified by email when they become available**

GO PAPERLESS

Tax Statements

Tax Year   2021

📄 **W2**
COLLIN COUNTY COMMUNITY
$46,145.19
VIEW STATEMENT

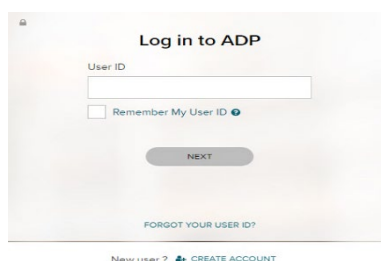22. When you click on the Go Paperless button, you can consent to receive your W2 online only and get email notifications. If you want to continue receiving a paper W2 then you do not need to do anything in this box.

Paperless Settings   ✕

TAX STATEMENTS ❓

Receive paperless statements   ⬤ Off

Send me email notifications   ⬤ Off

👉 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

Paperless Tax Statements Consent   ✕

Review and select "I agree" to turn on paperless settings.

This notice is intended to provide you with important information required by the Electronic Signatures in Global and National Commerce Act (E-Sign Act). Clicking "I Agree" will constitute your electronic signature.

Purpose of Consent: You can choose to stop receiving paper copies of the statements and access such statements (and related notices) online only.

Right to Withdraw your Consent: You have right, at any time, to withdraw your consent to electronically receive statements (and related notices) selected below. The consent below indicates how to withdraw your consent and when it will be effective. If you no longer have access to the Internet, you must contact your employer to withdraw your consent and to request a paper copy of your statement.

Technical Requirements: To use this online process and to access and retain electronic records, you will need Adobe Reader and one of the most commonly supported web browser versions of Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari. You must also have access to a printer and/or the ability to download information to keep copies of the electronic statements for your records.

Paperless Copies of Electronic Records: If you wish to obtain a free copy of your electronic consent, go to the Go Paperless section on the Settings page to view and print your electronic consent.

Updating Contact Information: It is your responsibility to update your employer regarding any changes to your e-mail address or other information.

CANCEL   I AGREE