

**Form W-2, by law, is available by January 31st of each year.
They are available for online retrieval and/or a hard copy will be mailed to your
home address unless you have opted to go paperless.**

PLEASE NOTE W-2 statements are not available for pickup in the Business Office.

For New Users:

(Never accessed the site as a Collin College employee)

1. Access the ADP Website at my.adp.com
2. First-time users must register.
 - Click "Get Started"
 - Click "I have a registration code"
3. Enter the Registration Pass Code which is: **CollinEdu-W2**
4. Identify yourself requires the following information:
 - Full given name on your Social Security card
 - W2 Services and the current tax year available, is the default
 - Control number - Employee ID is your **CWID**, all nine numbers
 - Control number - Company code is **U5H**
 - Zip Code is your HOME zip code
 - Employee's SSA number is your full 9-digit number no dashes
5. Verify Identity - enter the information that is requested
 - Enter the Verification Code
 - Enter your Personal Email and your Personal Mobile information
Do not use work information to have access even when not employed at Collin College
 - Answer YES or NO to the question and then CONTINUE
6. Setting up your Login Information
 - NOTE your UserID is created for you, it does NOT contain a period
 - Create a Password
 - AT this point, SAVE your UserID and the Password somewhere safe
 - Click "Create Account"
7. Login to my.adp.com
 - You may choose to Go Paperless by turning the statements/notifications on and then accepting the ADP Consent form
 - If you do nothing, you will receive a paper W-2. You can allow to retrieve a copy from your ADP account

For Users who have an ADP account:

1. Access the ADP Website at my.adp.com
2. Enter your UserID and Password to login, remember your UserID was created by ADP

ADP Support:

- [Login & Support](#)
- [Password Issues](#)