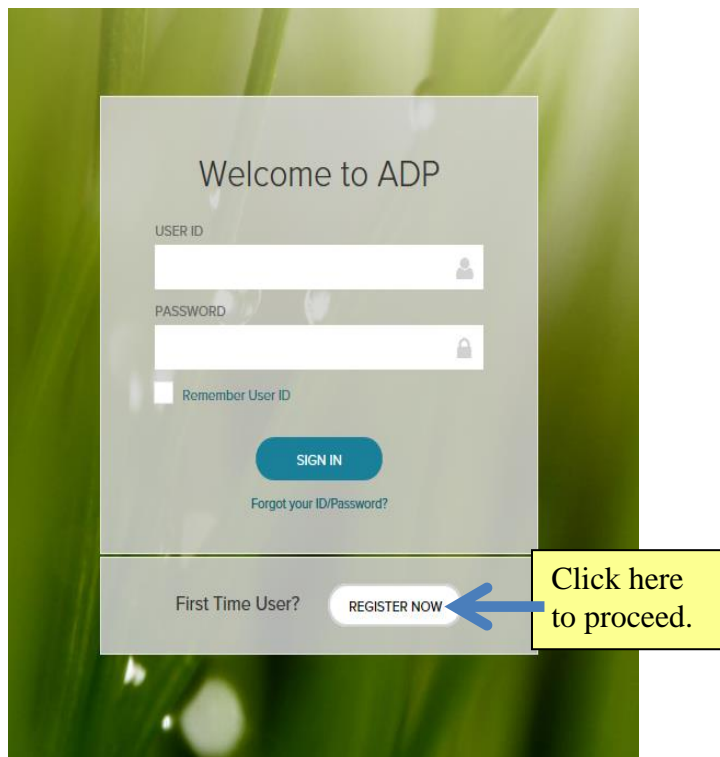# Year-End Statements Online Viewing on myADP

Objective:

The purpose of this guide is to provide instruction on how to register with ADP to view your W2 online. Please be sure to have available your full name, CWID, Social Security number and zip code, as this will ensure you will have a successful registration experience.

- **Step 1: ADP W2 Services Home Page**
    a.   You must visit the ADP W2 website by logging onto W2.ADP.com
    b.   The URL will bring you to the below screen.
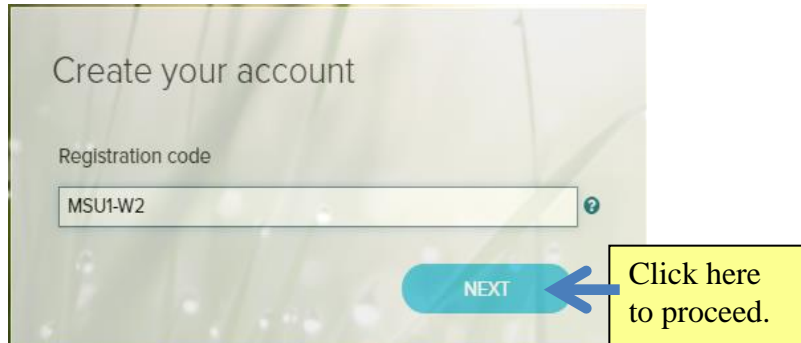   i.   Click the **REGISTER NOW** button to begin the process.

- **Step 2: <u>Creating Your Account</u>**
    a. The first step of registering will require keying in the MSU company "Registration Code".
    b. Be sure the code is keyed in as is (screenshot below for reference):
        i. **MSU1-W2**
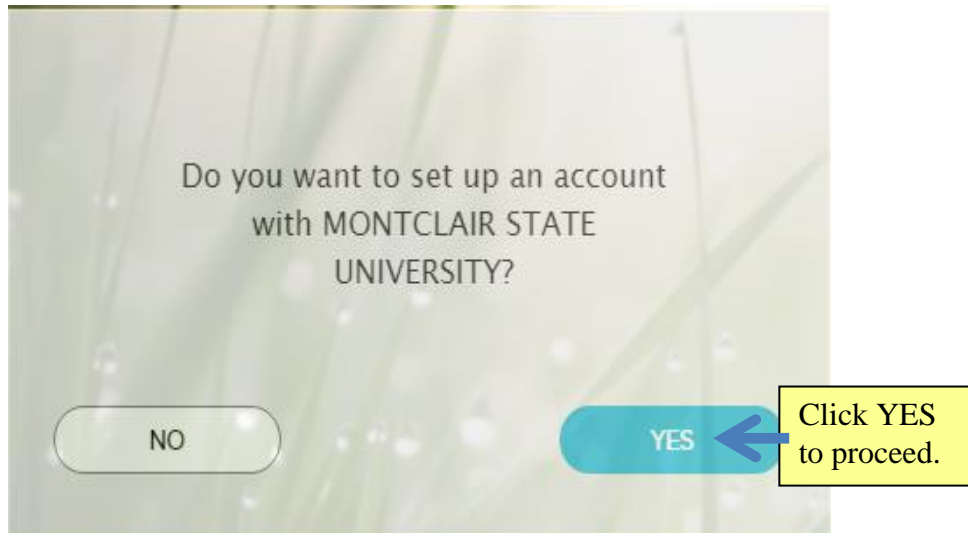
    c. After clicking **<u>NEXT</u>**, you will immediately see the below screen come up.

    d. You must click **<u>YES</u>** to continue the process.

- **Step 3: <u>Verify Your Identity</u>**
    a. You must enter in your personal information to begin identifying yourself.
        i. First and Last name
        ii. Social Security number
        iii. Date of Birth
        iv. Check off the **<u>I'm not a robot</u>** button
        v. Click **<u>NEXT</u>** to continue

ADP

Identify yourself ⊘

First name*

Last name*

SSN, EIN, or ITIN*

Birth month, day, and year*

| Month ∨ | Day ∨ | Year ∨ |

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

NEXT

Click here to proceed.

b. You will see a warning box come up. Don't be alarmed; simply click the **REGISTER BY SERVICE** button to proceed.

❶ We could not find you

You can continue to identify yourself using this form, or register for a specific service with a different set of information.

CANCEL

REGISTER BY SERVICE

Click here to proceed.

c. To continue verifying your identity, the site will bring you to the below page
d. Please be sure to complete the fields with a red asterisk *, as those are required fields.

      i.   First and Last name

     ii.   Employee ID (CWID)

   iii.   Company Code – Please use T8X

   iv.   Zip code

    v.   Social Security number

   vi.   After keying in all of the information, click NEXT (bottom right) to continue.

- **Step 4: Verifying Your Identity Via Public Record Questions**

   a. ADP has created an additional layer or security, requiring you to further confirm your identity by responding to three (3) separate public record questions.

      i.   These questions and their answer choices are generated from public records and other commercially available data sources. The responses are not used for any purpose other than to verify your identity and are not stored or shared with MSU.

     ii.   You must select a valid response to each question within **30 seconds**.

   b. Please click the **NEXT** button as shown below to begin the questionnaire.
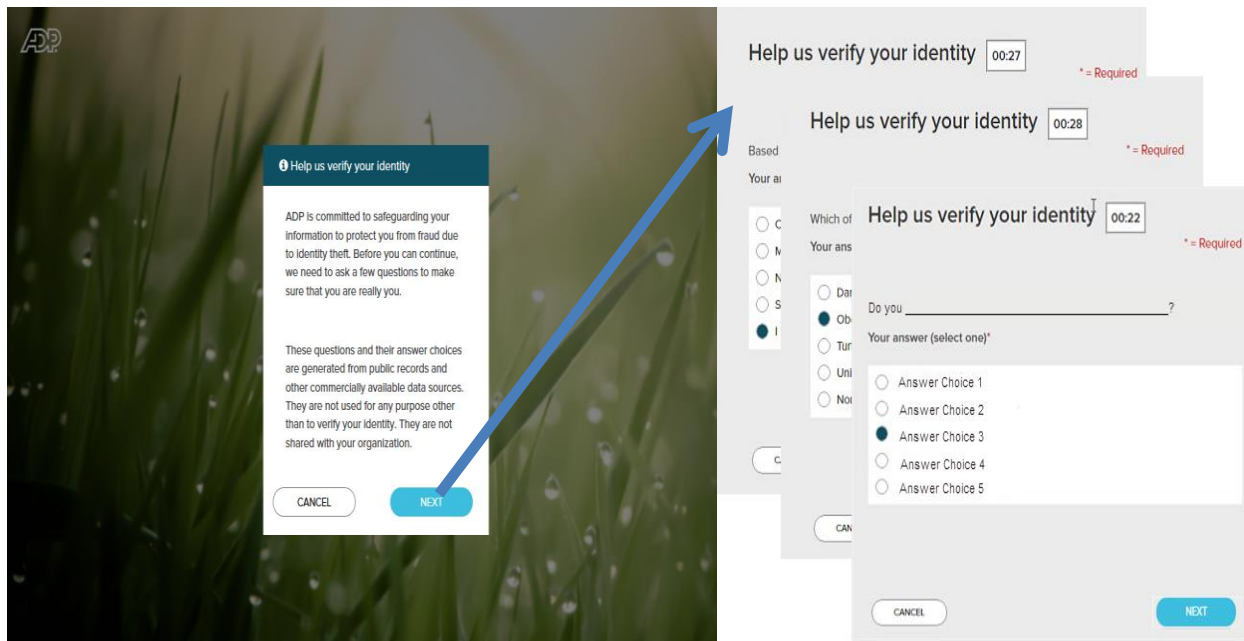
- Once you've answered all of the questions correctly, you will then prompted to work on creating your account details i.e. email address, user ID and password. Please store the information on the following page in a secure location for future use.

- **Step 5: <u>Account Details Setup Page</u>**
   a. You may choose to use your work or personal email address to set up your account.
   b. Your phone number is used as secondary level contact information, but is not required; you may choose to only have your email registered.
      i. Please see below post notes as reference points for this page

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.

Email address, phone number not required

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)

User ID is automatically generated as follows-
- **First letter of First Name**
- **Last Name**
- **@**
- **Client Id (MSU1)**
However, you must create your own password.

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

The Security Q&A section is used for resetting a password or retrieving a user id in the event you forget your information.

You will be asked to select and answer three different questions from the drop-down menu.

REGISTER NOW

c. Once you've successfully added all of the above information, click **REGISTER NOW**.
    i. Please note, if you are missing any information, the **REGISTER NOW** button will be greyed out. It will turn blue and clickable only after all data points are provided.

- **Step 5: <u>Registration Confirmation Page</u>**
  a. Congratulations! You will see the below page once you've successfully completed your registration.
  b. You will receive an automated email and/or text with instructions to verify your account.
     i. This must be performed within 24 hours of receipt
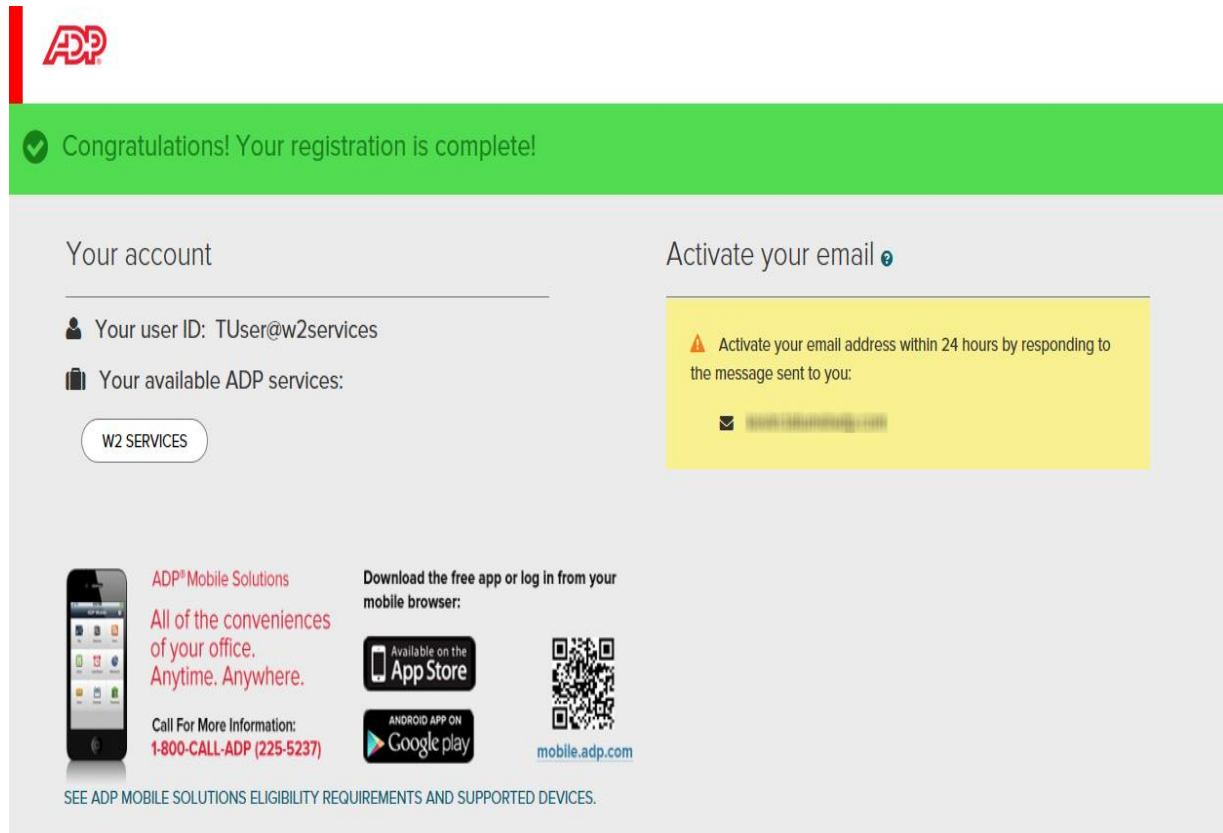
Confirmation message will display and you will receive instructions to activate your communication channels via email or mobile # that you previously set up.

Note: After registration, only the assigned User ID and Password will be required to logon to the W2 Service web site. Registration is a 1 time event.

- Below is a sample of the first automated email you will receive from ADP once you've completed registration. This will confirm you've successfully registered and will provide you your User ID and a link to access the online W2 site.

SecurityServices_NoReply@adp.com

ADP Generated Message: Welcome to ADP services!

To

TEST USER

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

Your User ID: FLName@clientid

To access an ADP service, click on a link below:

MyADP: https://my.adp.com

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

Need help or have questions about your account? Please contact your employer for further assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

Message ID: PR-076-G06-2TAT7E

- This is an example of the email you will receive to activate your account.

Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

<Your activation link>

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: FT-Y8E-H30-2EYEAQ

- By now, you should have completed the registration process as well as activating your account. You may now sign in using your User ID and Password. Shortly after the end of the year, you will be able to view your W2 on directly off the site.

- **Step 6: Electing for Paperless W2**
    a. Once you log on, you will be prompted to elect to Go Paperless.
    b. Please click the Yes button.
        i. You will be able to print your W2 directly from the ADP website.

Click here.