Accessing Your W-2 Online

1. Go to: https://w2.adp.com

2. Click Login and enter your ADP username and password

3. Click on your name in the top right corner and choose “Settings” from the drop down list.

4. In the “Go Paperless” section, click the services you would like.

5. If you opt in to receive paperless annual tax statements, you also must agree to the consent that pops up when you complete the process.

6. Logout when you are finished.