1. Visit https://my.adp.com in your preferred web browser.
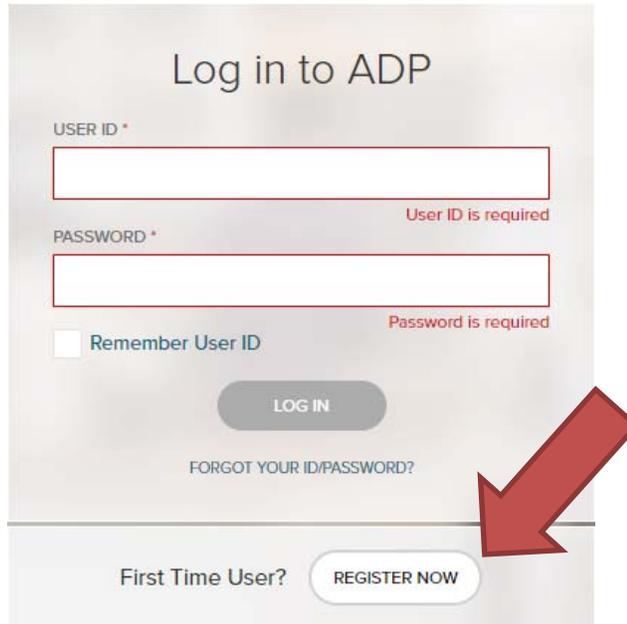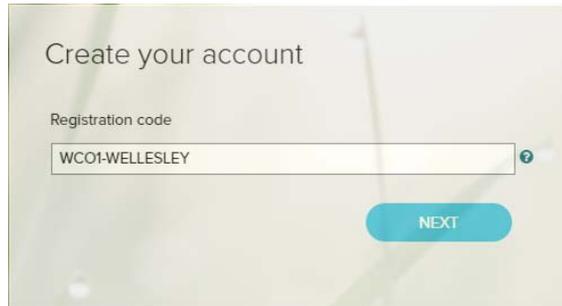
2. Click 'Register Now' below the login screen.

3. Enter the following registration code: WCO1-WELLESLEY (Please note: this is the letter O)

4. ADP will then confirm that you'd like to create an account with Wellesley College, select 'YES':

5. Fill in the following information on the next screen:
   a. **Your First Name**
   b. **Your Last Name**
   c. **Year of W-2** – type in 2018
   d. **Control number – Employee ID** – please enter your Wellesley College ID number, available on your Workday profile (typically begins with a B or A)
   e. **Control number – Company code** – please enter the code: RVL
   f. **Employee Zip Code** – please enter the zip code of your **home address** last listed in Workday.
   g. ⌐**Employee's SSA number** – please enter your Social Security Number
   h. Check off the "I'm not a robot" CAPTCHA
   i. Click 'NEXT' at the bottom of the screen (you might need to scroll down, depending on your browser)

Identify yourself ❷

First name*
Wendy

Last name*
Wellesley

Service name and document* ❓
W2 Services ▾

(VIEW SAMPLE DOCUMENT)

Year of W-2*
2017 ▾

Control number - Employee ID*
B12345678

Control number - Company code*
RVL

Employee's Zip Code *
02481

Employee's SSA number *
•••••••••

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

6. Enter a primary email address and primary mobile number.

7. ADP will ask you to verify your identity through several personal questions. This ensures that your personal and private information is protected from fraudulent activity. *Depending on which browser you are using, you may be prompted to allow the Adobe plug-in permission to run.* Click 'Next' and answer the prompted questions.
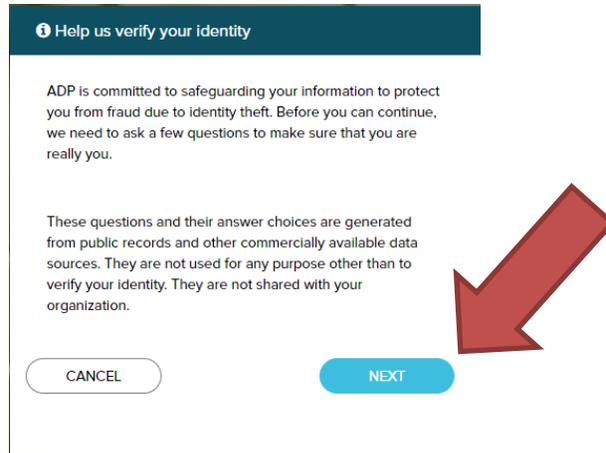
8. Enter an optional additional email address. This will come in handy if you forget your password in the future.

9. Set up your user ID, password, and selected security questions and answers. Make sure you keep record of your user ID so that you can sign into ADP when you need access to your current or future W2s.
   a. *Remember to confirm your contact information within 24 hours after set up.*

10. Once you have completed creating your ADP credentials, sign in again to https://my.adp.com with your own password.

11. Once signed in, you have the option to select to receive paperless statements with the toggle switch. Please note that selecting this option means you will not receive paper forms in the future. The deadline to opt out of a printed form is 12/31 for the current tax year.