

Registering with ADP for W-2 retrieval

(Steps may vary slightly based on the user)

- Go to [my.ADP.com](https://my.adp.com)
- Click CREATE ACCOUNT
- Click I HAVE A REGISTRATION CODE
- Enter the Registration Code **GMD1-W2**, then click Continue
- Click the “enter information” box, enter the required info
 - NOTE – Green Mountain Higher Education is the consortium that now provides payroll services to your college
- You should see the response “We found You”
- To verify you, choose a method to be contacted
 - Note - for employees who are no longer active, if you see your college email here, you should choose to be notified via mobile device if that email is no longer active.
- When you receive your verification code, enter it.
- Now put in your desired contact information
- When you are provided your User ID, make a note of it for use later - *you will also receive an email with the User ID to your contact email you provided*
- In addition, you will receive a text message to activate ADP via txt if you chose to be notified by ADP via txt messaging
- Set up a password when prompted and click to accept the terms and conditions
- Click to create your account
- Complete the security questions, if prompted
- Here you will be prompted to Sign In, User ID is already provided
 - You’ll see 2 options – choose W-2 Services
- Enter your User ID and your password
- You can now download your W-2
- Don’t forget to Logout when done