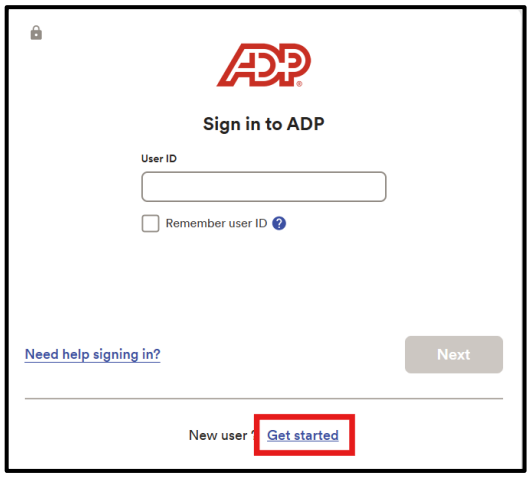
W-2 Registration
Job Aid

Purpose:
The purpose of this Job Aid is to demonstrate how to register for W-2 services in ADP.

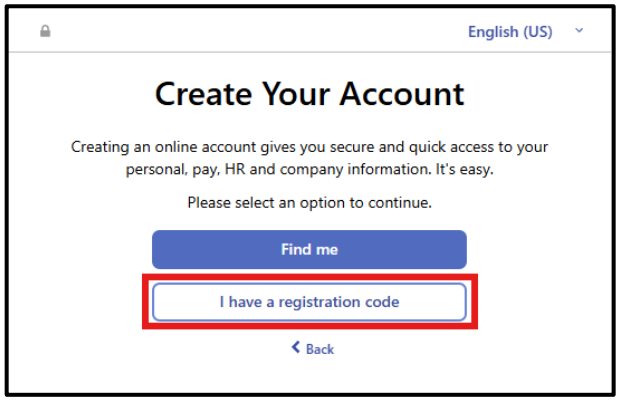
Steps to Follow:

1. Navigate to my.adp.com.

2. Select **Get Started**.



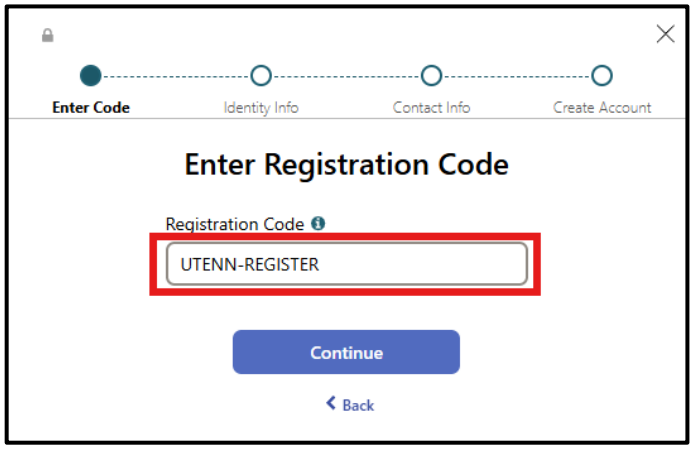
3. Click **I Have a Registration Code**.



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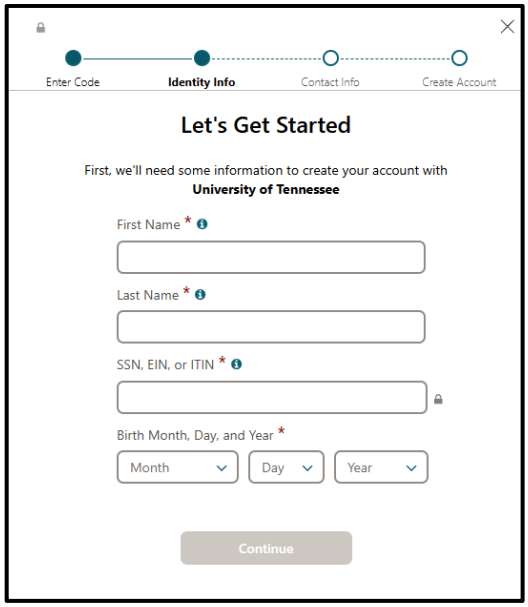
Steps to Follow: Continued

4. Enter the registration code: **UTENN-REGISTER**



5. Click **Continue**.

6. Enter your name, SSN, and birthday.

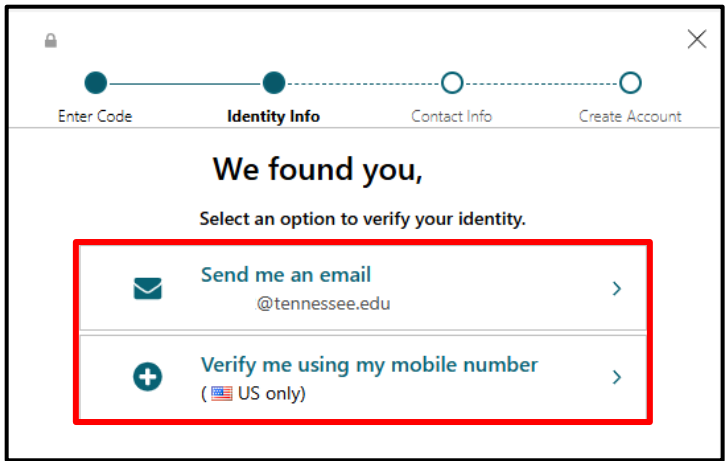


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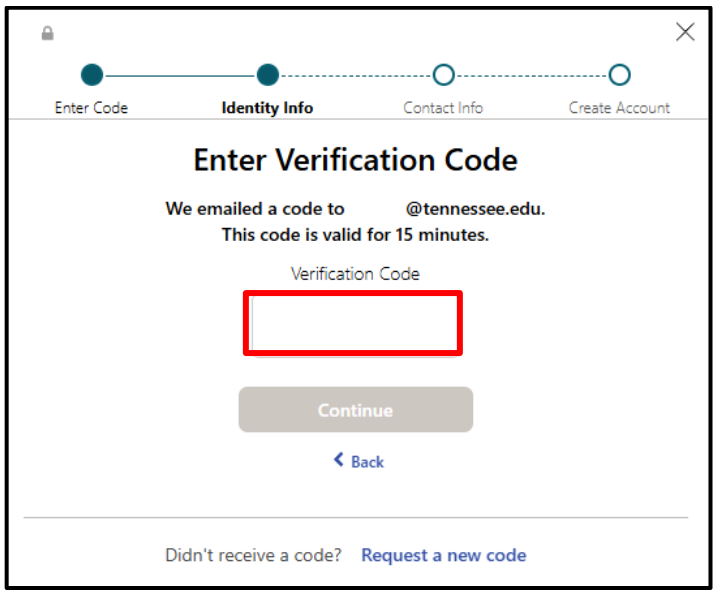
Steps to Follow: Continued

7. Click **Continue**.

8. Select the desired option to verify your identity (email or mobile number).

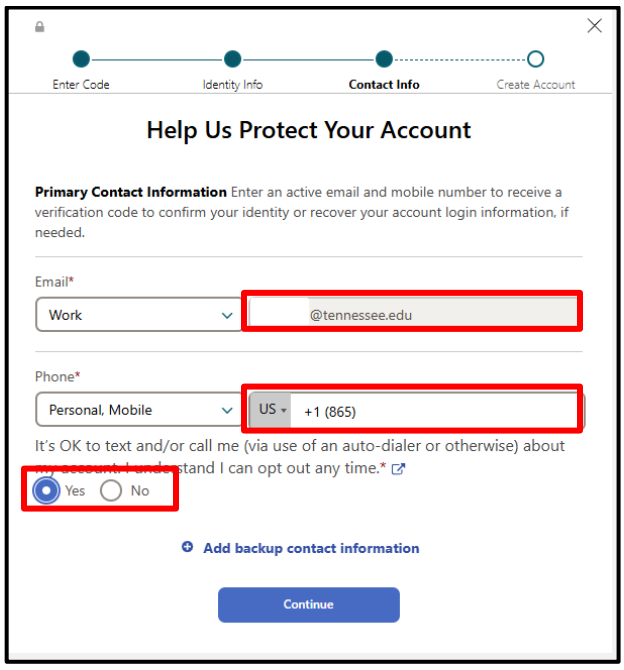


9. Enter the verification code received by email or mobile number in the **Verification code** field and click **Continue**.



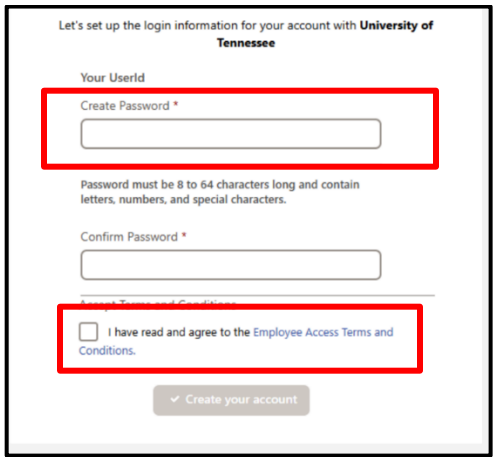
Steps to Follow: Continued

10. Fill out the required fields.
    a. The contact you used for identity verification will be pre-populated.
    b. Select the desired option under the **Phone** field.



11. Click **Continue**.

12. Create a password and agree to the terms and conditions.



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Steps to Follow: Continued

13. Click **Create your account**.

14. A confirmation screen will appear.

