

## Register for Online W-2 Services and Select Delivery Option

This QRC describes how to register for Online W-2 Services and opt in to paperless delivery of your W-2. Employees should have their Purdue ID Number and Social Security Number on hand before beginning this process. Please also see "Troubleshooting" section at end of document if you encounter any issues.

### Step 1: Register for Online W-2 Services

Navigate to <https://w2.adp.com> (Copy and paste this URL into a new browser window)

First Time Users must create an account before logging in.

To create an account, click **Get started**.

**Note:** After you have created an account, return to this screen and click Log In to set your delivery preferences. For additional information, see [Step 2: Log in for the first time / set delivery options](#)

### Sign in to ADP

User ID

☐ Remember User ID ⓘ

Next

[Forgot your user ID?](#)

New user ?

**Get started**

Select – **I HAVE A REGISTRATION CODE**

Enter the Registration Code:

**PurdueUNV-Tax**

Click **Continue**

### Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

**I HAVE A REGISTRATION CODE**

← BACK

SECURE PAGE

Enter Code

Identity Info

Contact Info

Create Account

### Enter registration code

Registration code ⓘ

PurdueUNV-Tax

CONTINUE

← BACK



## Register for Online W-2 Services and Select Delivery Option

Enter your **First Name** and **Last Name**

**Year of W-2:** Select most recent year available

**Control Number**

- **Employee ID:** Your PUID Number
  - Format: 00XXXXXXXX (10 digits)
  - Include the two leading zeros
  - Do not include dashes
- **Company Code:** TNU

**Employee's Zip Code:** Your Zip Code

- Must match your address on file with the University (Can be verified in Success Factors)

**Employee's SSA Number (SSN/EIN/ITIN)**

- Enter your Social Security Number
- Do not include dashes

Click **Continue**

Identify yourself

First name\*

Jane

Last name\*

Doe

Service name and document\*

W2 Services

[VIEW SAMPLE DOCUMENTS](#)

Year of W-2\*

2023

Control number - Employee ID\*

00XXXXXXXX

Control number - Company code\*

TNU

Zip Code\*

XXXXX

Employee's SSA number\*

.....

Continue

ADP will verify your identity via a mobile number.

Select an option to verify your identity.

Verify me using my mobile number  
( US only)



## Register for Online W-2 Services and Select Delivery Option

Enter your mobile phone number  
and click **Verify Phone Number**

Enter the verification code when  
received and click **Continue**

### Enter your mobile phone number

We will send you a code after verifying the phone number belongs to you. Message and data rates may apply.

Personal mobile phone \* ?

US

+1

VERIFY PHONE NUMBER

[← BACK](#)

Enter Code

Identity Info

Contact Info

### Number confirmed

We sent a code by text message to .....73

This code is valid for 15 minutes.

Verification Code

CONTINUE

[← BACK](#)

Didn't receive a code? [REQUEST A NEW CODE](#)



## Register for Online W-2 Services and Select Delivery Option

Enter your **Email address**

Enter your **mobile phone number**

Answer question regarding opt-in / out of receiving texts/calls with your preference.

Click **Continue**

### Help us protect your account

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email\*

Work

Phone\*

Personal, Mobile

US

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.\* [🔗](#)

☐ Yes ☐ No

**Backup Contact Information** Add additional email/phone where you can be reached.

Email

Personal

Phone

Work, Mobile

US

+1

[+ ADD NEW PHONE](#)

CONTINUE



**\*\*Please note your ADP  
UserID as this will be  
your login to access  
ADP\*\***

Create Password

Check box for Accept  
Terms and Conditions

Click **Create Your  
Account**

To continue directly to  
accessing your account,  
select **MyADP** which will take  
you to the log in screen (see  
next screenshot)



## Register for Online W-2 Services and Select Delivery Option

### Step 2: Log in for the first time / set delivery options

Navigate to <https://w2.adp.com>

Enter your **ADP User ID and password**

Note: Users must create an account with ADP in order to log in. Instructions for creating your account can be found in [Step 1: Register for Online W-2 Services](#)

#### Sign in to ADP

User ID

☐ Remember User ID ⓘ

Next

[Forgot your user ID?](#)

New user ? [Get started](#)

Once logged in you may choose the option to **Go Paperless**. Choosing this means that a paper W-2 will not be mailed to you. Regardless of what you choose, you will always be able to access the past 3 years W-2 electronically via your ADP account.

\*Due to the situations like moving or having an incorrect current address on file, it is recommended that the Paperless option is chosen to avoid having your W-2 with personal information sent through the mail and potentially being lost/returned\*

You can change your Paperless selection at any time.

Additional account options can be found by clicking the circle in the top right corner of the screen and selecting **Settings**

The screenshot shows the ADP Pay portal. At the top is the ADP logo. Below it, the word 'Pay' is displayed. There are two main sections: 'Go Paperless' and 'Tax Statements'. The 'Go Paperless' section has the subtext 'Save time, trees and clutter!' and lists three bullet points: 'View your electronic documents online', 'Access them securely at your convenience', and 'Get notified by email when they become available'. There is a 'Go paperless' button at the bottom of this section. The 'Tax Statements' section has a 'Tax year' dropdown menu set to '2021 (5)', followed by 'W2 PURDUE UNIVERSITY' and a 'View statement' link. A 'View all statements' button is at the bottom of this section.



## Register for Online W-2 Services and Select Delivery Option

### Troubleshooting

**Forgot User ID** - click **Forgot your User ID** at the login screen and enter requested information

#### Sign in to ADP

User ID

☐ Remember User ID ⓘ

Next

[Forgot your user ID?](#)

#### Forgot user ID

First name \* ⓘ

Last name \*

And one of these \* ⓘ

☒

Email

☐

Mobile phone

Your email

NEXT

**Forgot User ID** - Enter your User and click **Next**. On next screen, select **Forgot your password**

#### Sign in to ADP

User ID

☐ Remember User ID ⓘ

Password

Sign in

[Forgot your password?](#)

For identification purposes, enter a contact email (or mobile number) that you shared with your employer.

Email or mobile phone

NEXT




## Register for Online W-2 Services and Select Delivery Option

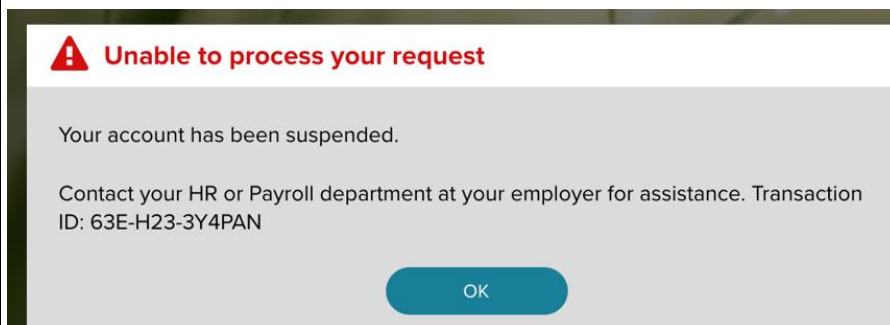
**We cannot find you in our records error message** – If you receive the below error message after inputting your personal information to register your account, the most likely reason is that one of your entries does not match up with the information Purdue has on file for you. The most common cause for this are

- Purdue ID # - Please make sure to include the two leading 00's and that your total entry is 10 digits
- Zip Code – You'll need to use the last zip code that Purdue had on file for you
- Social Security # - Do not include dashes

If after a few tries, you continue to get the below message, please email [tax@purdue.edu](mailto:tax@purdue.edu) for assistance.

 **We cannot find you in our records. Review your entries and try again.**

**Suspended account** – If you receive any message indicating that your account has been “Suspended” please email [tax@purdue.edu](mailto:tax@purdue.edu) for assistance.



**Locked account** – If when attempting to register you receive a message indicating that your account has been “locked” please email [tax@purdue.edu](mailto:tax@purdue.edu) for assistance.

