

Register for Online W-2 Services and Select Delivery Option

This QRQ 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

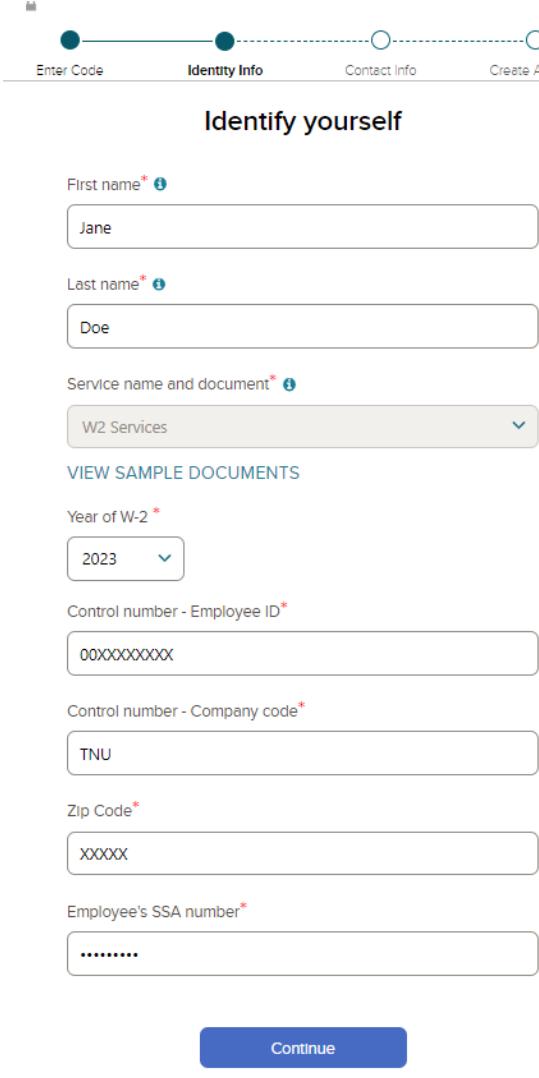
Enter registration code

Registration code ?

PurdueUNV-Tax

CONTINUE

◀ BACK

<p>Enter your First Name and Last Name</p> <p>Year of W-2: Select most recent year available</p> <p>Control Number</p> <ul style="list-style-type: none"> • Employee ID: Your PUID Number <ul style="list-style-type: none"> • Format: 00XXXXXXXX (10 digits) • Include the two leading zeros • Do not include dashes • Company Code: TNU <p>Employee's Zip Code: Your Zip Code</p> <ul style="list-style-type: none"> • Must match your address on file with the University (Can be verified in Success Factors) <p>Employee's SSA Number (SSN/EIN/ITIN)</p> <ul style="list-style-type: none"> • Enter your Social Security Number • Do not include dashes <p>Click Continue</p>	
<p>ADP will verify your identity via a mobile number.</p>	<p>Select an option to verify your identity.</p> <div style="border: 1px solid #ccc; padding: 10px; display: inline-block;"> <p> Verify me using my mobile number ( US only) ></p> </div>

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

VERIFY PHONE NUMBER

◀ BACK

Enter Code

Identity Info

Contact Info

Number confirmed

We sent a code by text message to73

This code is valid for 15 minutes.

Verification Code

CONTINUE

◀ BACK

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

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

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

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



One more step, Patricia!

Let's set up the login information for your account with Purdue University

Your UserID: [REDACTED]

Create Password *

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT

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



Account created! Please sign in.

User ID: [REDACTED]

Now sign into access and manage your accounts.

MyADP



Self Service



Activate your email address within 24 hours by responding to the message sent to you:

[REDACTED]@purdue.edu

Stay connected with the ADP Mobile App to access your information on the go!

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?](#)

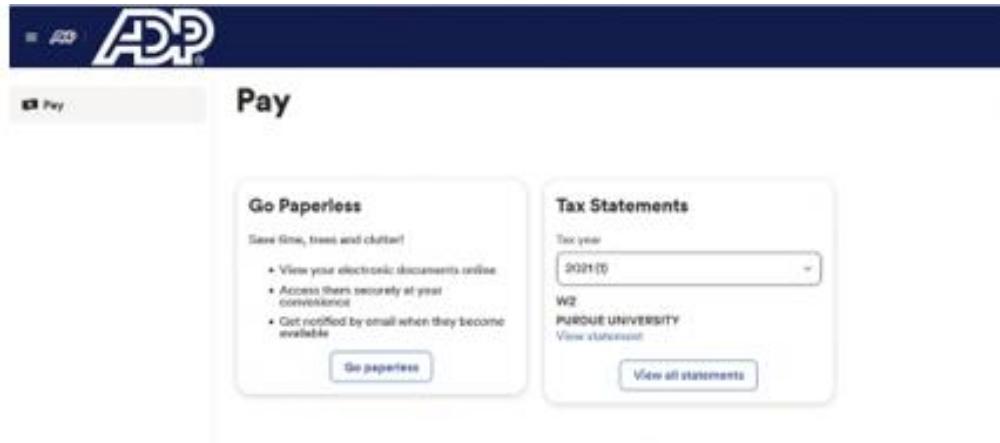
New user? [Get started](#)

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**



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 user ID

First name * ?

Last name *

And one of these * ?

Email

Mobile phone

Your email

[Forgot your user ID?](#)

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

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

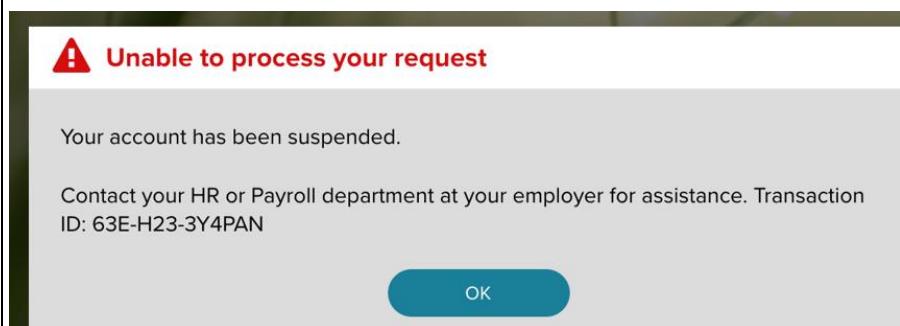
- Purdue ID # - Please make sure to include the two leading 00's and that your total entry is 10 digits
- Zip Code – You'll need to use the last zip code that Purdue had on file for you
- Social Security # - Do not include dashes

If after a few tries, you continue to get the below message, please email tax@purdue.edu 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 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 for assistance.

