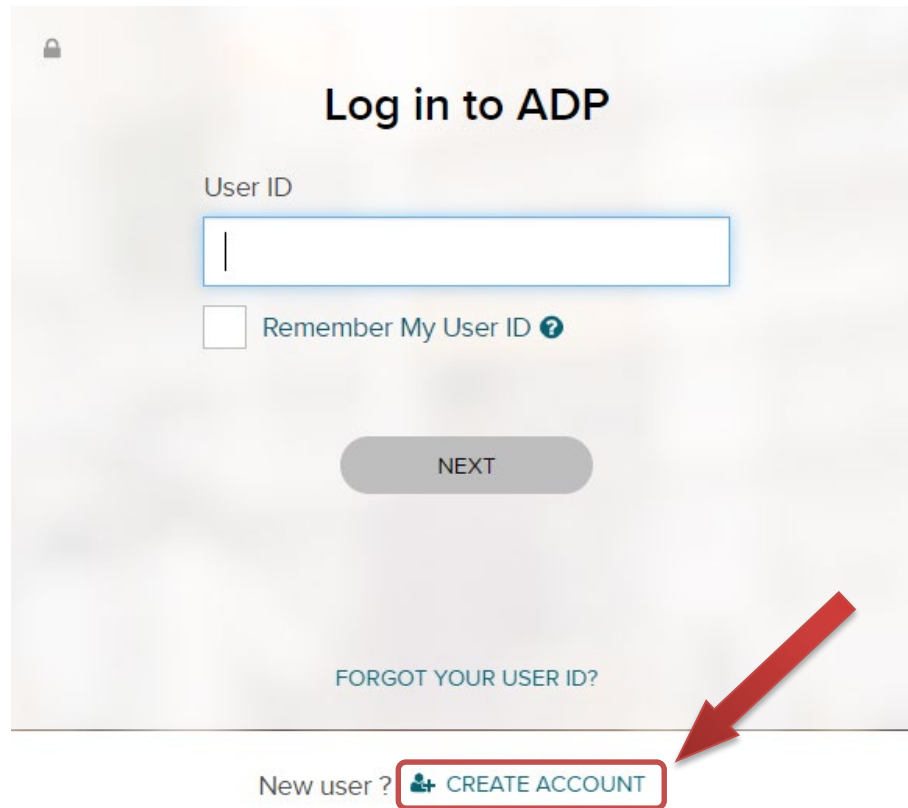
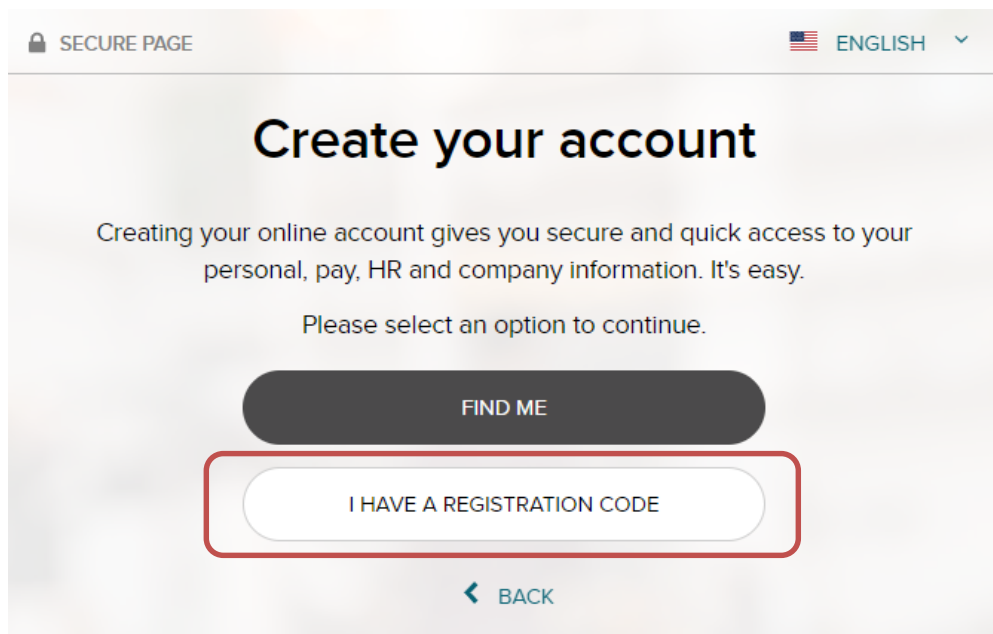


1. Visit <https://my.adp.com> in your preferred web browser.
2. Click **CREATE ACCOUNT** below the login screen.



3. Select **I HAVE A REGISTRATION CODE**



4. Enter the following registration code: WCO1-WELLESLEY
 - a. Please note that WCO1 contains a **letter O**.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ?

WCO1-WELLESLEY

CONTINUE

← BACK

5. Fill in the following information on the next screen:
 - a. **Your First Name**
 - b. **Your Last Name**
 - c. **Year of W-2** – this should default and remain at 2021
 - d. **Control number – Employee ID** – please enter your Wellesley College ID number, available on your Workday profile (typically begins with an A, B, or C)
 - 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. Click **CONTINUE** at the bottom of the screen (you might need to scroll down, depending on your browser)

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Identify yourself

First name* ⓘ
Wendy

Last name* ⓘ
Wellesley

Service name and document* ⓘ
W2 Services

VIEW SAMPLE DOCUMENTS

Year of W-2*
2021

Control number - Employee ID*
B12345678

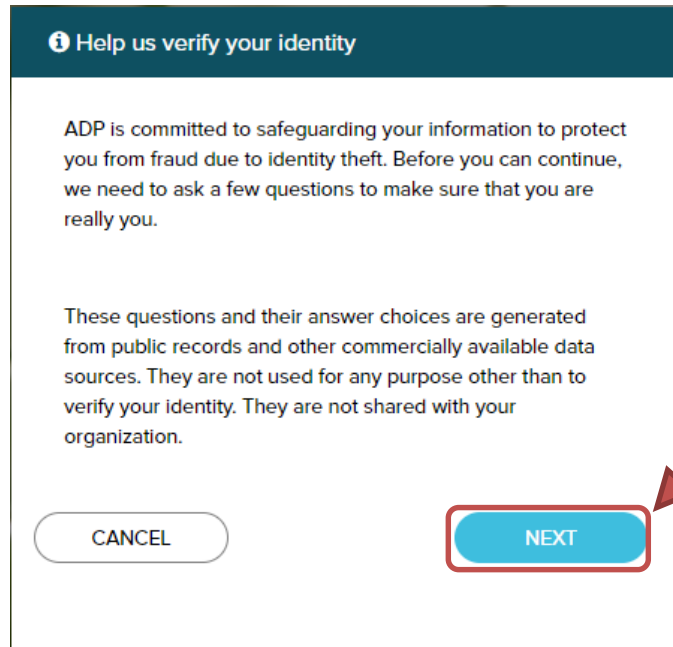
Control number - Company code*
RVL

Zip Code*
02461

Employee's SSA number*
.....

CONTINUE

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 into <https://my.adp.com>
11. Once signed in, you can select to receive paperless statements with the toggle switch. The deadline to opt out of printing is 12/31 for the current tax year.

