How to Register for online ADP W-2 Services.

1. Go to https://my.adp.com.
2. Click "Register Now".
3. Enter the Registration Pass Code which is: **mtctrains-W2**
4. The following information is required for validation purposes:

   ▪ First Name and Last Name
   ▪ Service name and document: **W2 Services**
   ▪ Year of W-2: **YYYY (current W-2 year)**
   ▪ Control Number-Employee ID #: **it is your birth date (MMDDYYYY)**
   ▪ Control Number-Company Code: **RSY**
   ▪ Employee Zip Code: **your mailing address zip code as of December 31 (that MTC has on file for you)**
   ▪ Employee Full Social Security Number **(999999999)**

You will be prompted to complete the registration process. During registration, you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, https://my.adp.com.

List of commonly made mistakes:

▪ <u>ADP doesn't recognize user</u>
Please make sure you are login in to the correct website: <u>my.adp.com</u>

▪ <u>Employee is not found</u>
Please make sure you entered birth date and zip code correctly. Zip code that system will recognize is the zip code that MTC had on file as of December 31. If you contacted HR and updated your address on January 1, please use your "old" zip code for registration purposes.

▪ <u>Account is locked</u>
You have completed too many unsuccessful attempts to login. You will need to call Corporate Office for assistance 801-693-2765.