

Accessing Your W-2 Online

1. Go to: <https://w2.adp.com>
2. Click **Login** and enter your ADP username and password
3. Click on your name in the top right corner and choose "Settings" from the drop down list.
4. In the "Go Paperless" section, click the services you would like.

Go Paperless

Pay Statements

Notify by email



Annual Tax Statements

Receive paperless statements




[VIEW CONSENT](#)

Notify by email



You can always download your pay and tax statements from the [Pay](#) page.



Change this to the "green" setting and complete the consent that pops up.

5. If you opt in to receive paperless annual tax statements, you also must agree to the consent that pops up when you complete the process.
6. Logout when you are finished.