

## ADP FORM W-2 REGISTRATION GUIDE

Welcome! Register an account with ADP to access your W-2s electronically through ADP.

**Step 1:** Go to [my.adp.com](https://my.adp.com). Next to **New User?** select **Create account**.

**Step 2:** Select **I have a registration code**. Do not click on **Find me**, it will not be able to work for our registrations.

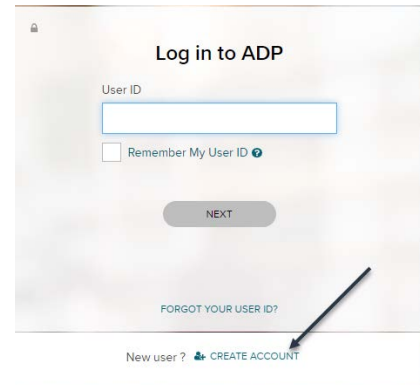
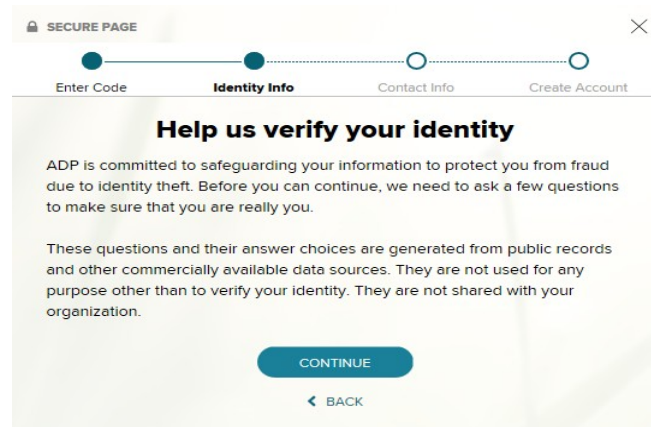
**Step 3:** Enter the registration code **AsanteHS-W2**, then continue.

**Step 4:** In the form, enter your personal information to validate your account access:

- **First name** (your legal first name, not your preferred name)
- **Last name**
- **Year of W-2:** 2022
- **Control number - Employee ID:** Your Asante employee ID
- **Control number - Control code =** NNC
- **ZIP code:** Your mailing ZIP as of Dec. 30, 2022
- **Employee's SSA number:** Your Social Security number

**Step 5:** Review the information about your identity information and select **Continue**.

**Step 6:** Answer your identity questions to complete your verification. *For security, you have limited time to answer these questions.*

**Step 7:** Set up your preferred contact method for ADP W-2s.

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\*  
Work, Mobile

It's OK to text me about my account? [↗](#)  
 Yes  No

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

Email  
Personal

Phone  
Work, Other +1 Ext

[ADD NEW PHONE](#)

[CONTINUE](#)  
[CANCEL](#)

**Step 8:** Set up your account password. Your user ID is automatically assigned, so please make note of it when completing this step.

One more step, [Name]!

Create your account with <Your Company Name>

User ID: [User ID]

Password (case sensitive)\*  
.....

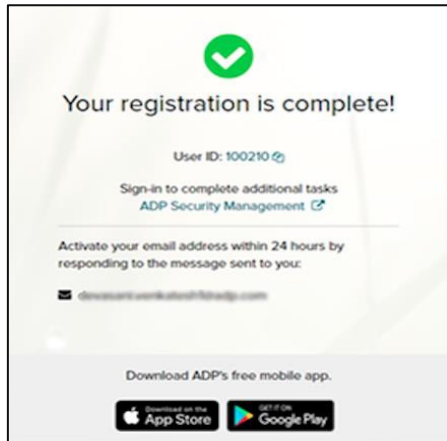
Confirm  
[Confirm Field]

**Strong**

**Password must:**

- Between 8 and 64 characters
- A lowercase or uppercase letter
- At least one number
- Not repeat any character more than 3 times in a row.
- Not be a sequence of 4 characters in a row.
- Increase the length from 12-20 characters.
- Add one or more special characters such as @, \$, or &.
- Use both uppercase and lowercase letters.

**Step 9:** Click [Create your account](#) to complete the registration. You should receive the notice below:



**Step 10:** Activate your contacts:

- During registration, you will receive an activation email from ADP. Follow the instructions in the email you receive from [SecurityService\\_NoReply@ADP.com](mailto:SecurityService_NoReply@ADP.com) to complete activation of the email you provided.
- If you provided a cell phone with your contacts, you will receive a text message from ADP. Reply to the text with the code provided to complete the activation.

### Forgot Your user ID or password?

If you forget your login information, you can use the [Forgot your user ID/password?](#) link on your ADP service login page.