Dear Associate:

We are pleased to announce ADP W-2 Services, a new benefit for all associates. Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week.

Upon registration, you will be able to access your W-2 statement.

***How to Register on ADP W-2 Services:***

1. Go to <https://my.adp.com>.
2. Click “Create Account”.
3. Click “ I Have a Registration Code”
4. Enter the **Registration Pass Code** which is: **LoyolaUM-W2**
5. Enter your Name and select **W-2 Services** as the Service.
6. The following information is required for validation purposes:
	* First Name
	* Last Name
	* Employee ID # (9 digit number)
		1. example. ID is 1234567, you would enter 001234567
	* Company Code: **URL**
	* Home Zip Code
	* Full Social Security Number

You will be prompted to complete a registration process during which 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.**

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your year end information.

Sincerely yours,

Payroll/Human Resources Department