

Online ADP W-2 Registration

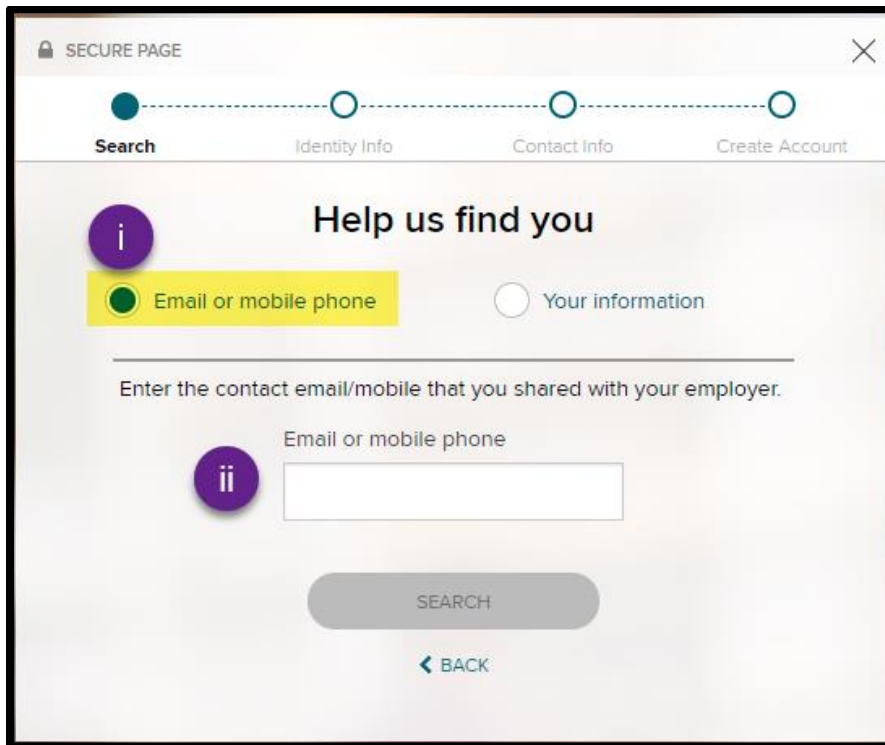
Follow the below steps to register with ADP to view and print your online W-2. Refer to the last page for Frequently Asked Questions.

1. Go to <https://my.adp.com>
2. Next to First Time User? Click Create Account

3. Select one of the following two options:
 - a. Find Me
 - b. I have a registration code

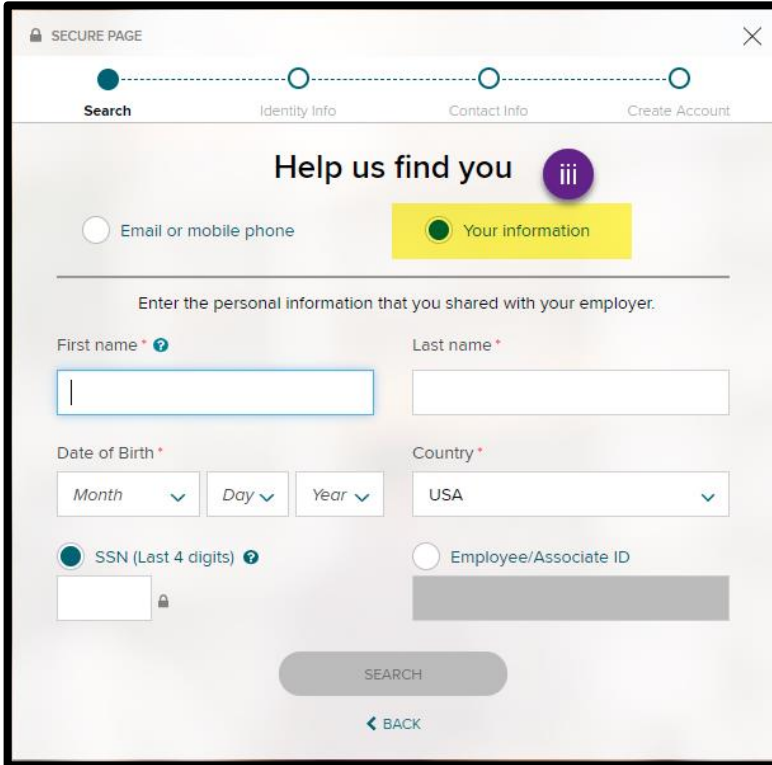
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4. If you select “Find Me” (option a) follow the following steps:
 - i. The “Help Us Find You” screen that pops up will have the “Email or mobile phone” option selected.
 - ii. Enter in the email address or phone number from when you worked with us. **If you no longer have the same email address and/or phone number from when you worked with us or you are not sure, click on the “Your Information” option instead**



- iii. If you choose to click on “Your Information” the following screen will display and you will be able to enter in your information:

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Help us find you

Email or mobile phone Your information

Enter the personal information that you shared with your employer.

First name * Last name *

Date of Birth * Country *

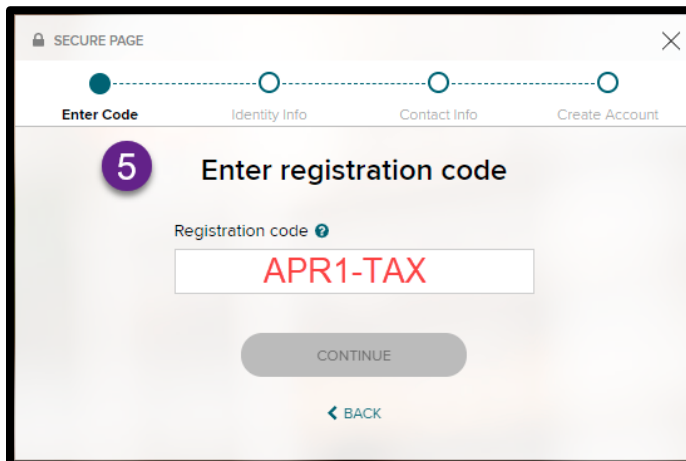
Month Day Year USA

SSN (Last 4 digits) Employee/Associate ID

SEARCH

← BACK

5. If you select “I have a registration code”, enter the **Registration Code:**
APR1-TAX and click continue



5 Enter registration code

Registration code

APR1-TAX

CONTINUE

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6. Provide the requested information & click “Continue”

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The screenshot shows a web browser window titled "SECURE PAGE" with a close button in the top right. A progress bar at the top indicates four steps: "Enter Code", "Identity Info" (current step), "Contact Info", and "Create Account". The "Identity Info" step is highlighted with a purple circle containing the number "6". Below the progress bar, the heading "Let's get started" is followed by the instruction: "First, we'll need your information so that we can create your account with **Apple America**". The form contains the following fields: "First name" with a red asterisk and a help icon, a text input field, "Last name" with a red asterisk and a help icon, a text input field, "SSN, EIN, or ITIN" with a red asterisk and a help icon, a text input field with a lock icon on the right, and "Birth month, day, and year" with a red asterisk and a help icon, followed by three dropdown menus labeled "Month", "Day", and "Year". A "CONTINUE" button is located at the bottom of the form.

7. Follow the prompts to finish the registration process
8. You will create a password and ADP will provide you with a case sensitive username
9. Once you create a password, click on, "Create Your Account."
 - i. Be sure to keep this username as you will need it to log into the ADP website

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The screenshot shows a 'SECURE PAGE' with a progress bar at the top. The progress bar has three steps: 'Identity Info', 'Contact Info', and 'Create Account'. The 'Create Account' step is currently active and highlighted with a checkmark. Below the progress bar, a large purple circle with the number '7' is followed by the text 'One more step, [blurred]'. The main heading reads 'Let's set up the login information for your account with **Apple America**'. There are three input fields: 'User ID: Your username here', 'Password (case sensitive) *', and 'Confirm password (case sensitive) *'. Below the password fields, a note states: 'Password must be 8 - 64 characters long and contain letters, numbers, and special characters.' At the bottom of the form is a button labeled 'CREATE YOUR ACCOUNT' with a checkmark icon.

- ii. You may need to enter your e-mail and/or phone number to get a security code to verify your identity

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10. Once you have finished registering, click on “W2 Services” to go back to <https://my.adp.com> to login using your username and password to view your W2

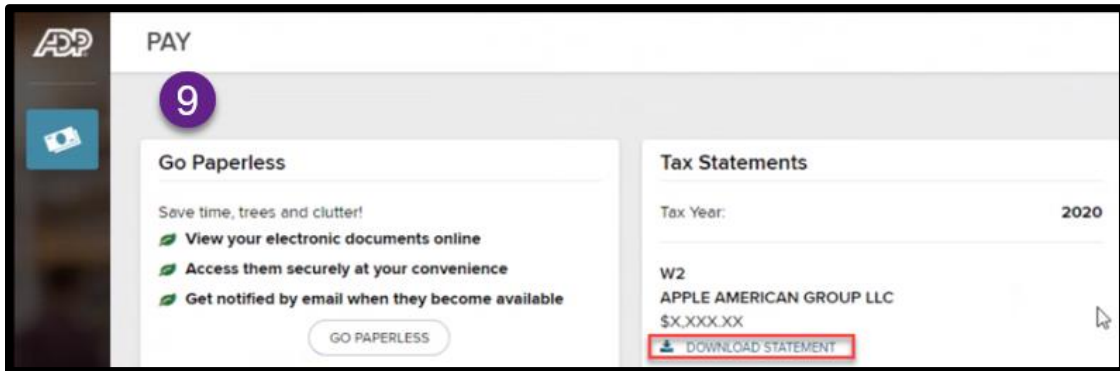
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11. Once you have logged into the ADP website, click on “Download Statement” to download and view your W2





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Frequently Asked Questions

- Where do I access my W-2s?
 - Online through ADP at <https://my.adp.com>
- I work for Hut, Wend, Bell, Panera or Arby's, but ADP indicates that I am setup for an account with Apple America, is this correct?
 - Yes, this is correct, Apple American Group the main company ID used by ADP for all Flynn Restaurant Group brands.
- If I registered last year, do I need to re-register?
 - No. You can log in with your User ID from last year.
- If I worked for a previous employer that also used ADP, will I need to re-register?
 - Yes, you will be required to register for a Flynn Restaurant Group account.
- After I register on the ADP portal, what is my next step?
 - After registering, your W-2s appear under the heading "Tax Statements".
 - **Keep your USER ID and password. Your USER ID and password are required each time you log in to ADP.**
- I recently changed my address, what zip code should I use when logging in to the ADP portal?
 - Use the zip code from your last paycheck of 2021.
- If I opted not to receive my W-2s electronically, what happens?
 - W-2s will be mailed (post marked) on or before January 31st using the address we have on file as of **your last check date in 2021**. All W-2s will be available online.
- I am no longer with the company and require my W-2, what should I do?
 - You can still access the ADP portal to retrieve your W-2s.
- What if I can't access my W-2 online due to technical issues?
 - You can request a W-2 reprint form through the Payroll Department at payroll@flynnrg.com
- If I can't log in, who should I contact?
 - You should look over the FAQs first; if your concerns are not satisfied, send an email to payroll@flynnrg.com or call the Payroll Department for further assistance (855) 430-7672, prompt 3, and then prompt 1.