



Online W-2 User ID/Password Reset

Follow the below steps to view your ADP User ID and reset your password to view and print your online W-2.

1. Go to <https://my.adp.com>
2. Enter in your User ID

A screenshot of the ADP login page. The page title is "Log in to ADP". There are two input fields: "USER ID *" and "PASSWORD *". A red circle with the number "1" is over the User ID field. A red circle with the number "2" is over the Password field. Below the password field is a checkbox labeled "Remember User ID". A "LOG IN" button has a red circle with the number "3" over it. Below the button is a link "FORGOT YOUR ID/PASSWORD?". At the bottom, there is a link "First Time User?" and a "REGISTER NOW" button. A red error message "User ID is required" is visible below the User ID field.

3. Enter in Your Password
 - a. If you know your password proceed to Step 4
 - b. If you forgot your password follow the below steps
 - i. Click forgot your ID/Password?



- ii. Fill in all fields

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Forgot User ID/Password

* = Required
SHOW ME

First name*

Last name*

And at least one of these*

Email address

Mobile phone number

United States +1

CANCEL NEXT

- iii. Click Next
- iv. The screen will display your username
- v. Click I don't know my password

Your user ID

this is your user ID for Apple America:

@APR1

SIGN IN I DON'T KNOW MY PASSWORD



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- vi. Chose the Delivery Method of email or phone
 1. It will display the last part of the email and last 4 digits of the phone number on file
 - vii. Enter in the activation code that was sent to you based on your Delivery Method choice and click Next on the bottom right
 - viii. Create a New Password that fits the criteria mentioned and click Next
4. You will be directed to the Log in to ADP Screen
 5. Enter in the User ID and Password