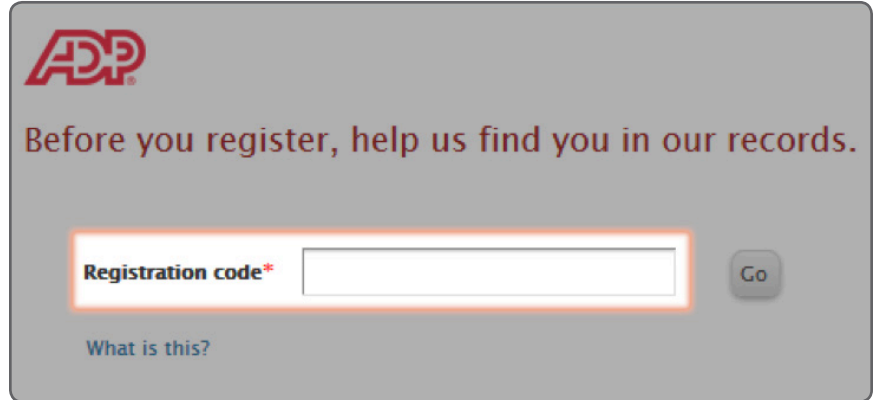


# HOW TO SIGN UP FOR ELECTRONIC DELIVERY OF YOUR W-2

## Step 1—register for electronic services

1. Go to <https://w2.adp.com>
2. Click “Register Now”

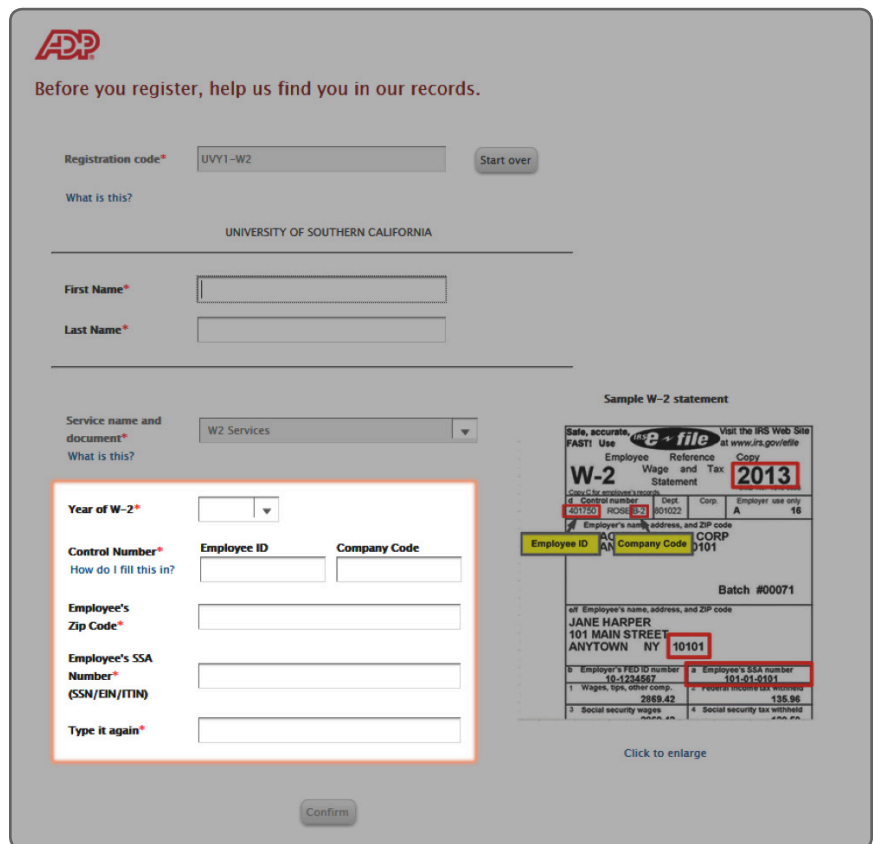
3. Enter your registration code. If you do not have this code, contact the HR Service Center at (213) 821-8100.



The screenshot shows the ADP logo at the top left. Below it, the text reads "Before you register, help us find you in our records." There is a text input field labeled "Registration code\*" with a "Go" button to its right. Below the input field is a link that says "What is this?".

4. Enter your first and last name, and select **W-2 Services** from the “Service name and document” dropdown. Then add the following additional information in order to validate your registration:

- Year of W-2 dropdown
- Control Number—Employee ID (**7-digit USC employee number**) and Company code: **TYI**
- Employee **HOME** ZIP code (first 5 digits only)
- Employee’s SSA number (**full Social Security number, with or without dashes**)
- You’ll be asked to re-enter your SSN



The screenshot shows the ADP logo at the top left. Below it, the text reads "Before you register, help us find you in our records." There is a text input field labeled "Registration code\*" with the value "UVY1-W2" and a "Start over" button to its right. Below the input field is a link that says "What is this?".

Below the "What is this?" link, the text "UNIVERSITY OF SOUTHERN CALIFORNIA" is displayed. There are input fields for "First Name\*" and "Last Name\*".

Below the name fields, there is a dropdown menu labeled "Service name and document\*" with the value "W2 Services" and a "What is this?" link below it.

Below the dropdown menu, there is a section for "Year of W-2\*" with a dropdown menu. Below that, there are input fields for "Control Number\*" (Employee ID) and "Company Code". Below these are input fields for "Employee's Zip Code\*", "Employee's SSA Number\*" (SSN/EIN/ITIN), and "Type it again\*".

On the right side of the page, there is a "Sample W-2 statement" for the year 2013. The statement includes the following information:

Safe, accurate, FAST! Use <b>e-file</b> Visit the IRS Web Site at <a href="http://www.irs.gov/efile">www.irs.gov/efile</a>	
W-2	Employee Reference Copy
2013	2013
10-1234567	101-01-0101
2889.42	136.96

Below the sample W-2 statement, there is a "Click to enlarge" link and a "Confirm" button.

5. 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://w2.adp.com>.*

## Step 2—consent to paperless W-2 delivery

Access <https://w2.adp.com> and log in using your user ID and password

The “Go Paperless” option will appear—click “**Yes**” to continue

**Go Paperless**

To use ADP W-2 Services to view your W-2 or 1099, you must choose to stop receiving paper statements.

**Do you want to continue?**

Yes  No

Read and check the box “**I Agree**”

Home Myself Resources

Paperless Options

Step 1  Select Option

Step 2  Accept Agreement

Step 3  Verify Online Viewing

Step 4  Confirm

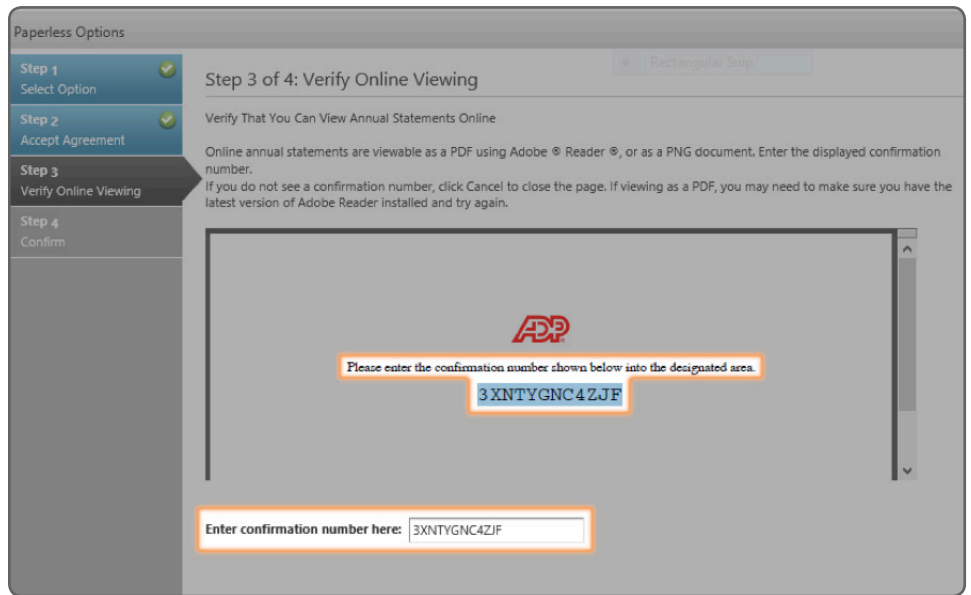
Step 2 of 4: Accept Agreement

**Agreement to Stop Receiving Paper Annual Statements**

- By accepting to go paperless, you consent to stop receiving paper annual statements on the secure website. This agreement only applies to the following and/or 1099-Misc. (If you receive a 1099-R, a paper copy *may* be sent.)
- Your consent applies to annual statements furnished every year until you change your election.
- Hardware and Software required: A computer with Internet access, a printer, and the ability to view your online statements. **Note:** You will need to visit the following page.
- You may withdraw your consent at any time by changing your election. You will receive a confirmation message via e-mail. If you no longer have an administrator to withdraw your consent, you will receive a confirmation letter from your employer.

I Agree

Verify online viewing by entering the *confirmation number* in the box near the bottom of the screen



Final Step—Confirmation!

You are done and you will receive your W-2 form electronically!

