

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

Step 1—register for electronic services

Go to <https://w2.adp.com>

Click **Register Now**



Enter the USC registration code **UVY1-USCW2**

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 (2016)
- 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**)
- Click **Confirm**

Click **Register Now**

Complete your registration by filling out the registration page

Enter your contact information ✕

Resetting your password is easier when you:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*
 Business Personal

Mobile phone number
 Business Personal

I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS](#).

View your user ID and create a password ✕

Memorize your user ID and password now, so you remember them later.

User ID*
 JDoe@ldusr001

Password (case sensitive)* ?
 Strong

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*

Select security questions and answers ✕

Use answers to your security questions that you can easily remember later.

Question 1*

Your answer (not case-sensitive)*

Question 2*

Your answer (not case-sensitive)*

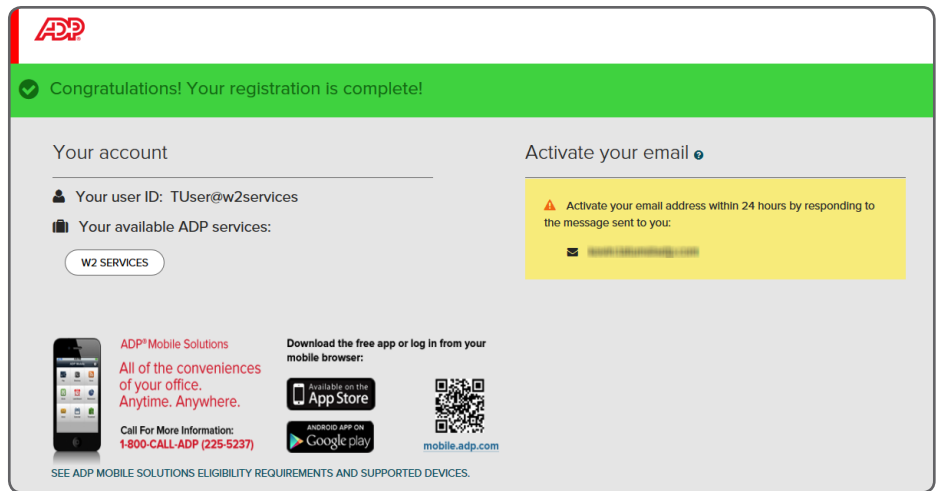
Question 3*

Your answer (not case-sensitive)*

REGISTER NOW

If you provide a non-USC email address, you will receive an email from ADP to activate your email address. Click the link in your email from *SecurityService_NoReply@ADP.com* to activate your email

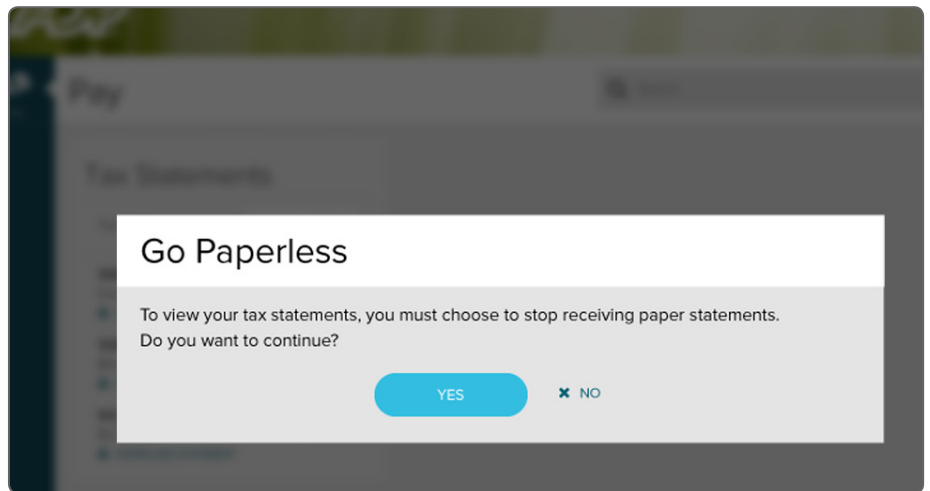
Your registration is now complete



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



Read and check **Receive Paperless Annual Tax Statements**, then click **I Agree**

