

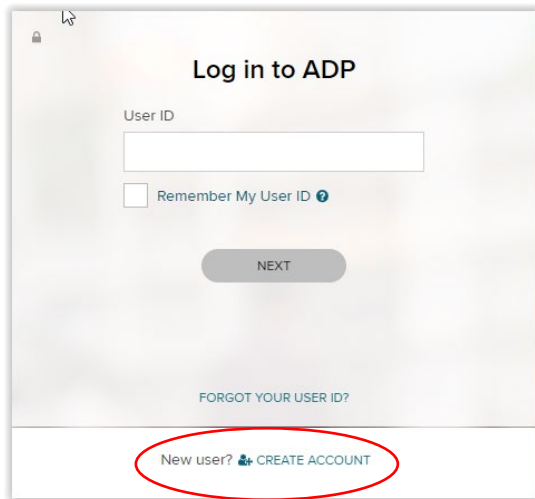
New ADP W-2 Services Online Registration Instructions

Beginning with your 2020 W-2, you will be able to access your W-2 forms 24 hours per day, 7 days a week, through ADP W-2 Services. Please note that previous years W-2's will not be available through this service.

All employees will need to register with ADP W-2 services and select whether or not you wish to receive a paper W-2 or if you prefer to view and print the electronic version as soon as your W-2 statement becomes available in January 2021. If you are electing a paper W-2, please make sure that your address is correct in IC HR Cloud.

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**, then enter the **Registration Pass Code** which is: **IHA1NY-Bombers**
4. Enter your Name and select **W-2 Services** as the Service.
5. The following information is required for validation purposes:
 - Employee ID #
 - Company Code = **UGX**
 - Employee Zip Code (home address 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, please save this for your records and future access. **Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, <https://my.adp.com>.**