ADP W2
Educational Services

How to view and download your W2 online
(The W2 forms will be mailed to the home address in the next couple of weeks)

ADP https://my.adp.com

1 On a web browser enter https://my.adp.com.

Log in to ADP

User ID

☐ Remember My User ID ❓

NEXT

FORGOT YOUR USER ID?

New user ? **&+ CREATE ACCOUNT**

2 Click on CREATE ACCOUNT

Enter registration code

Registration code ❓

EUL-weqweqwegw

CONTINUE

‹ BACK

3 - Enter the registration code in the box above.
- Click continue

EUL-weqweqweqw

Let's get started

First, we'll need your information so that we can create your
account with **Eulen America**

First name * ❓

John

Last name * ❓

Smith

Last 4 Digits of SSN, EIN, or ITIN * ❓

XXXX

Birth month, day, and year *

January ⌄   01 ⌄   2000 ⌄

CONTINUE

4 - Complete the First name. Last name
- Enter the **LAST 4 Digits of Social Security Number**
- Enter your date of birth

5 Select from the following three options to verify your identity:
- Email
- Phone
- Ask me few identity questions

6 - Enter the validation code in the box
- Click continue

Enter Code ——— Identity Info ——— **Contact Info** ----- ○ Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

| Personal ⌄ | John.Smith001@gmail.com |

Phone*

| Personal, Mobile ⌄ | 🇺🇸 ▾ | +1 (786) 616-3210 |

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.* 🔗

◉ Yes ○ No

7 - Update your email if needed
- Update your phone number if needed
- Select **Yes** or **No** if you like to receive ADP account notification

Backup Contact Information Add additional email/phone where you can be reached.

Email

| Work ⌄ | |

Phone

| Work, Mobile ⌄ | 🇺🇸 ▾ | +1 |

➕ ADD NEW PHONE

CONTINUE

8 - Its optional to add backup contact information
- Click continue

Enter Code ——— Identity Info ——— Contact Info ——— **Create Account** ✓

One more step, John !

Let's set up the login information for your account with **Eulen America**

Your UserId: JAcostaOrtega1@eul

Create Password *

[●●●●●●●●●●●●●] ✅

████████████████░░░░░

Very Strong (Add a special character to strengthen)

Confirm Password *

[●●●●●●●●●●●●●] ✅

Accept Terms and Conditions

[✔] I have read and agree to the Employee Access Terms and Conditions.

✔ CREATE YOUR ACCOUNT

9 - Enter the same password twice in Create password and Confirm password
- Click on the check mark box. (Open the conditions for details if need)

Backup Contact Information Add additional email/phone where you can be reached.

Email

[Work ⌄] [   ]

Phone

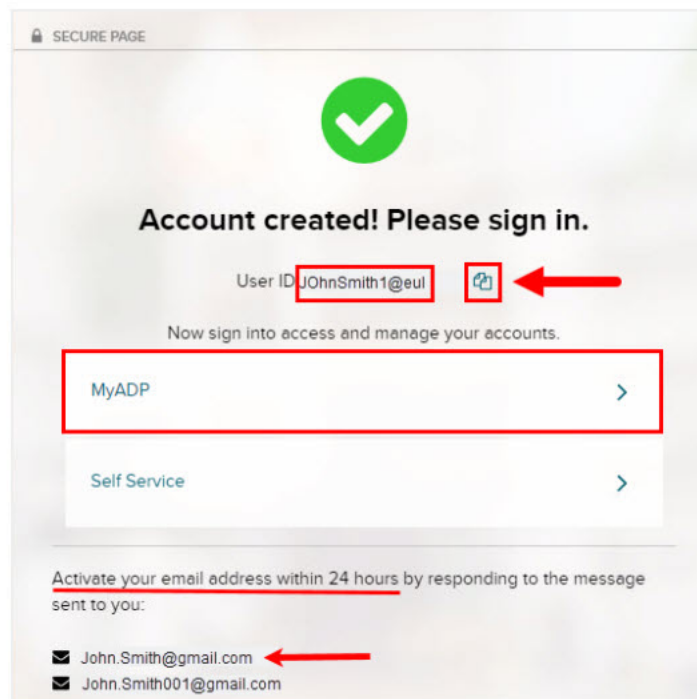[Work, Mobile ⌄] [🇺🇸 ⌄] [+1   ]

⊕ **ADD NEW PHONE**

CONTINUE

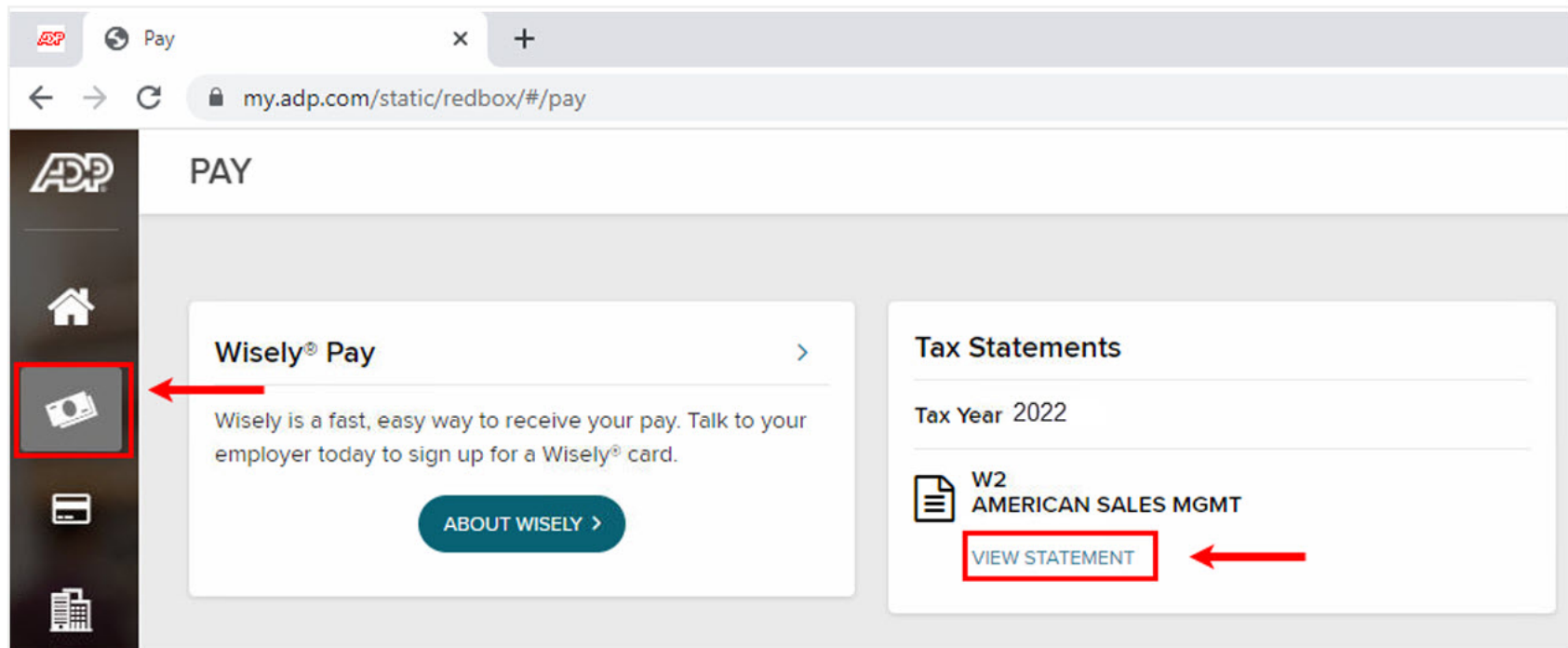**10** - Backup Contact Information is optional
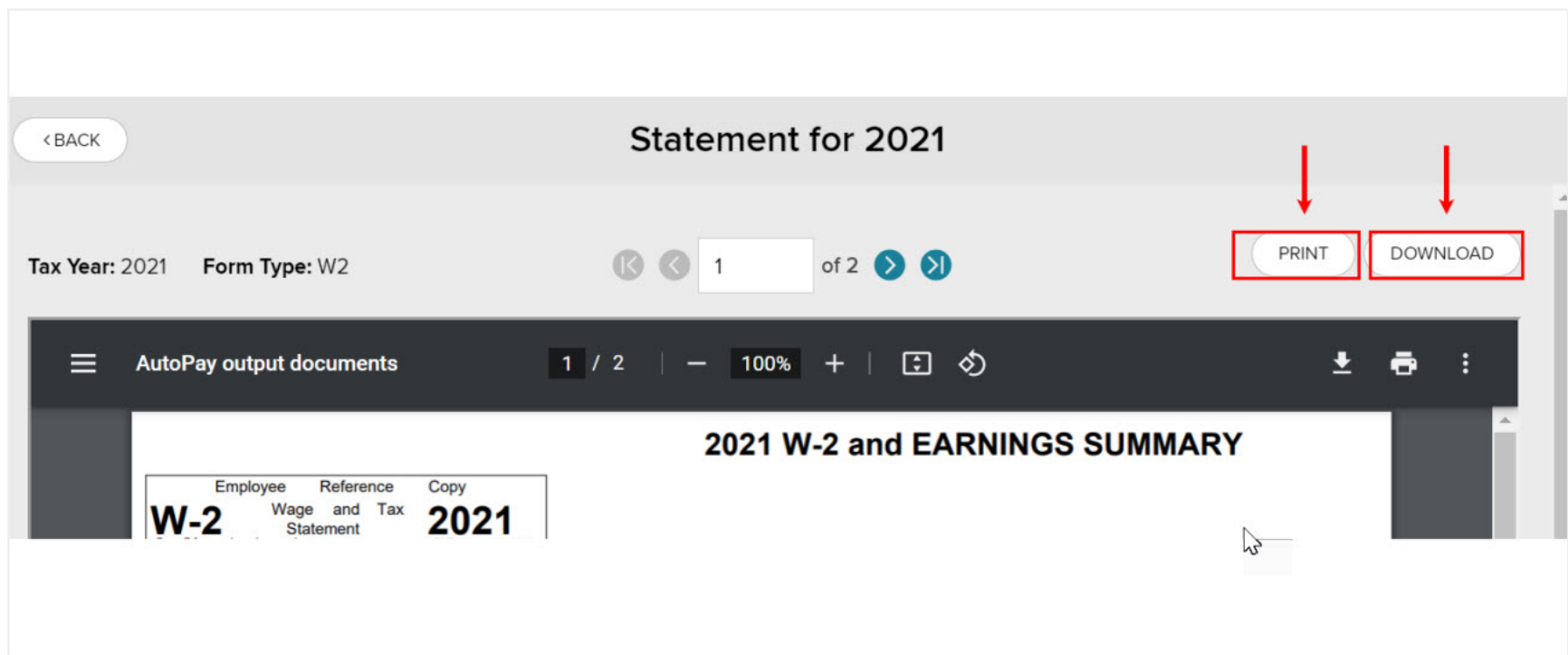- Click continue

11 - Once you have created your account Copy the User ID. (Take Note)
- Second you will be sent a email verification to active your account within 24 hours.
- Go to your personal email and click on the link
- Click on MyADP

12 - Paste your user name in the User ID box
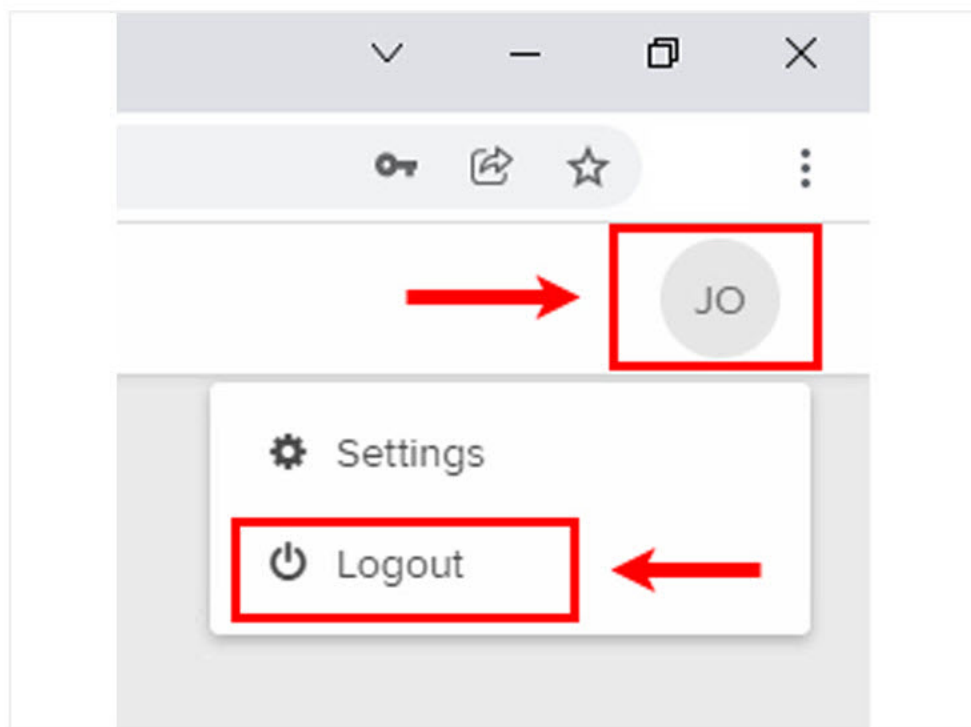- Enter your password
- Click **SIGN IN**

13 - Click on the Pay icon on the left side
- Click View Statement

14 - When you are done viewing your W2, be sure to log out
- Click on your initials at the top right of your web browser and
- Select Sign Out

If you encounter any problems or difficulties with ADP W2, please email us at
HRIS@eulen.com

15 - When you have completed viewing your W2 be sure Logout
- Click on your initials on the top right hand side of your web browser and
- Select Logout

If you encounter any ADP W2 issues or difficulties email us at

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