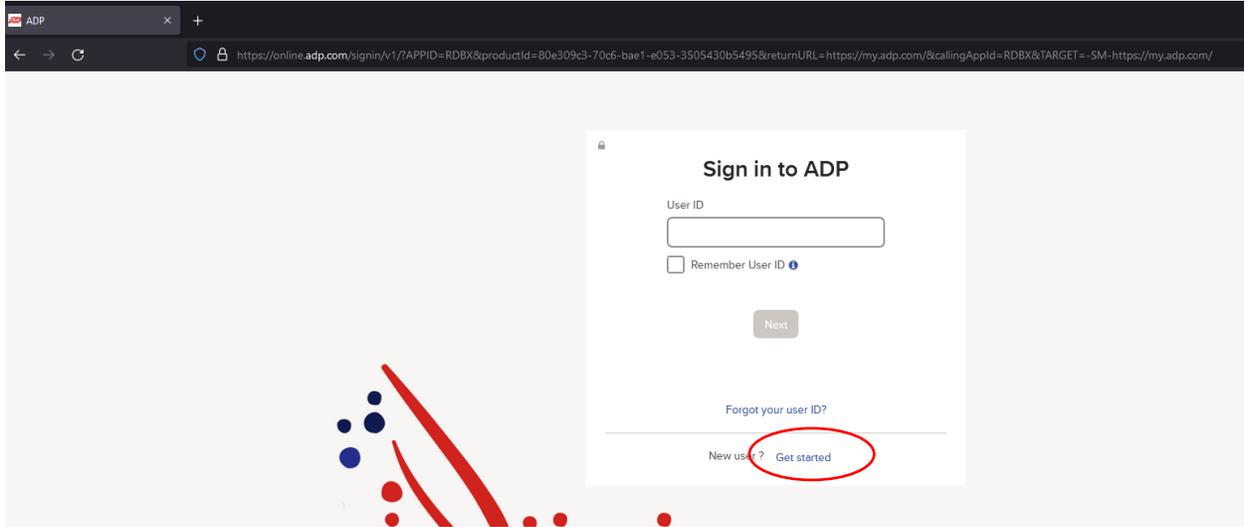
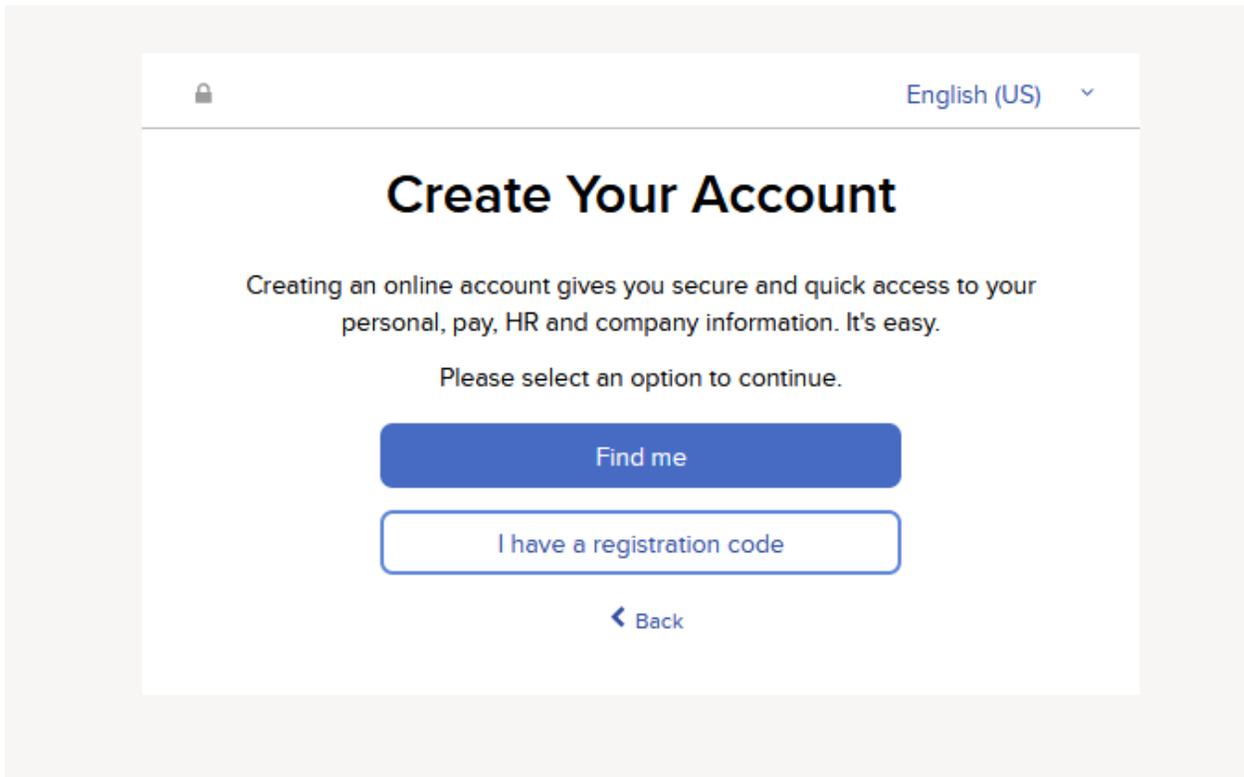


<https://my.adp.com>

Select the **Get Started** link next to **New User?**

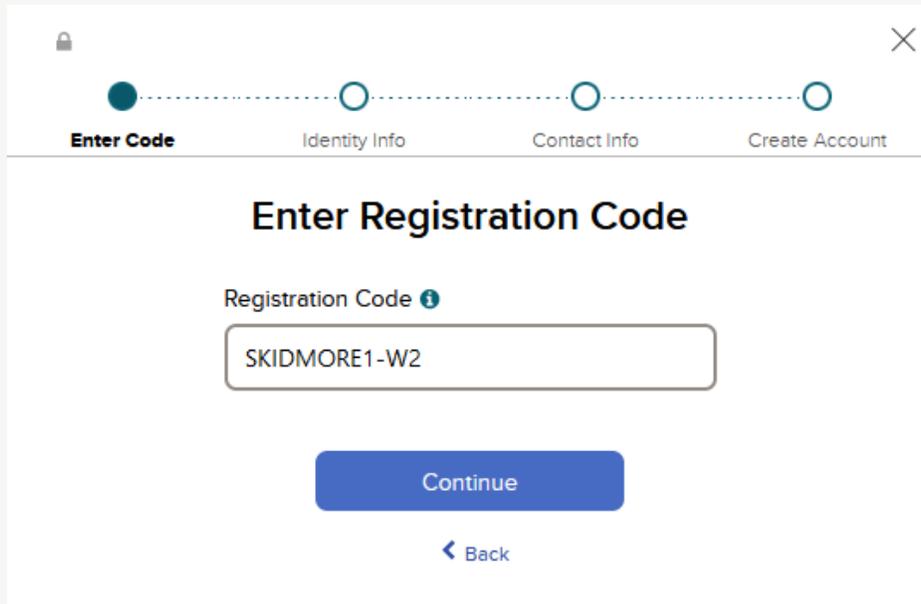


Click on I have a registration code.



Registration Code: **SKIDMORE1-W2**

Enter Registration Code and click Continue

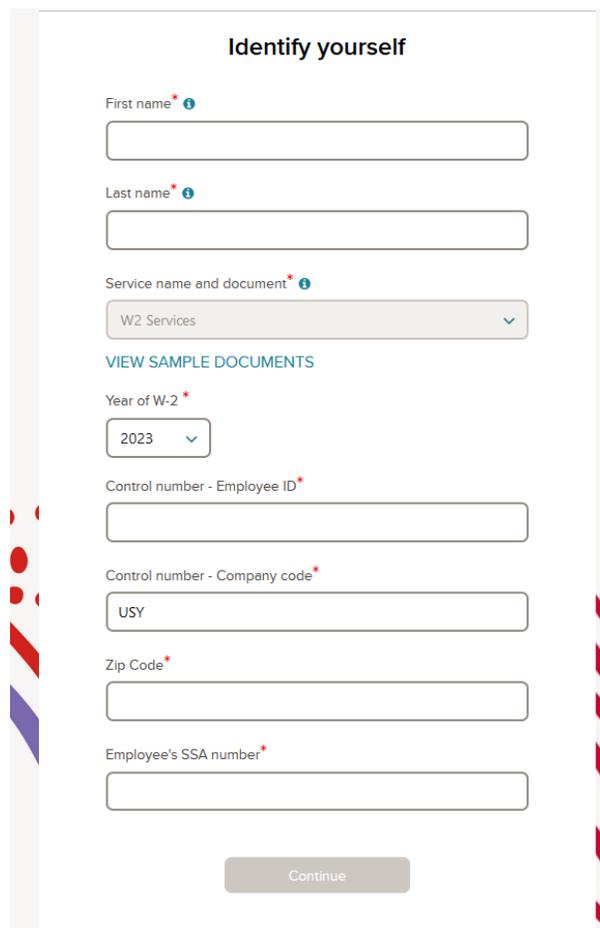


The screenshot shows a registration flow with four steps: Enter Code, Identity Info, Contact Info, and Create Account. The 'Enter Code' step is active. The registration code 'SKIDMORE1-W2' is entered in a text field. A blue 'Continue' button is visible, along with a 'Back' link.

Complete **Identify yourself**

Control number – Employee ID: **Received from Payroll via email request (payroll@skidmore.edu)**

Control number – Company code: **USY**



The 'Identify yourself' form contains the following fields and options:

- First name *
- Last name *
- Service name and document *: W2 Services (dropdown menu)
- VIEW SAMPLE DOCUMENTS (link)
- Year of W-2 *: 2023 (dropdown menu)
- Control number - Employee ID *
- Control number - Company code *: USY
- Zip Code *
- Employee's SSA number *

A 'Continue' button is located at the bottom of the form.

Enter your mobile number to receive a verification code



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

Enter Your Mobile Number

We will send you a code after verifying the mobile number belongs to you. Message and data rates may apply.

Personal mobile number * 

US +1

Verify mobile number

Enter an email address to retrieve forgotten passwords



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

Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Work 

Phone*

Personal, Mobile  US 

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.* [↗](#)

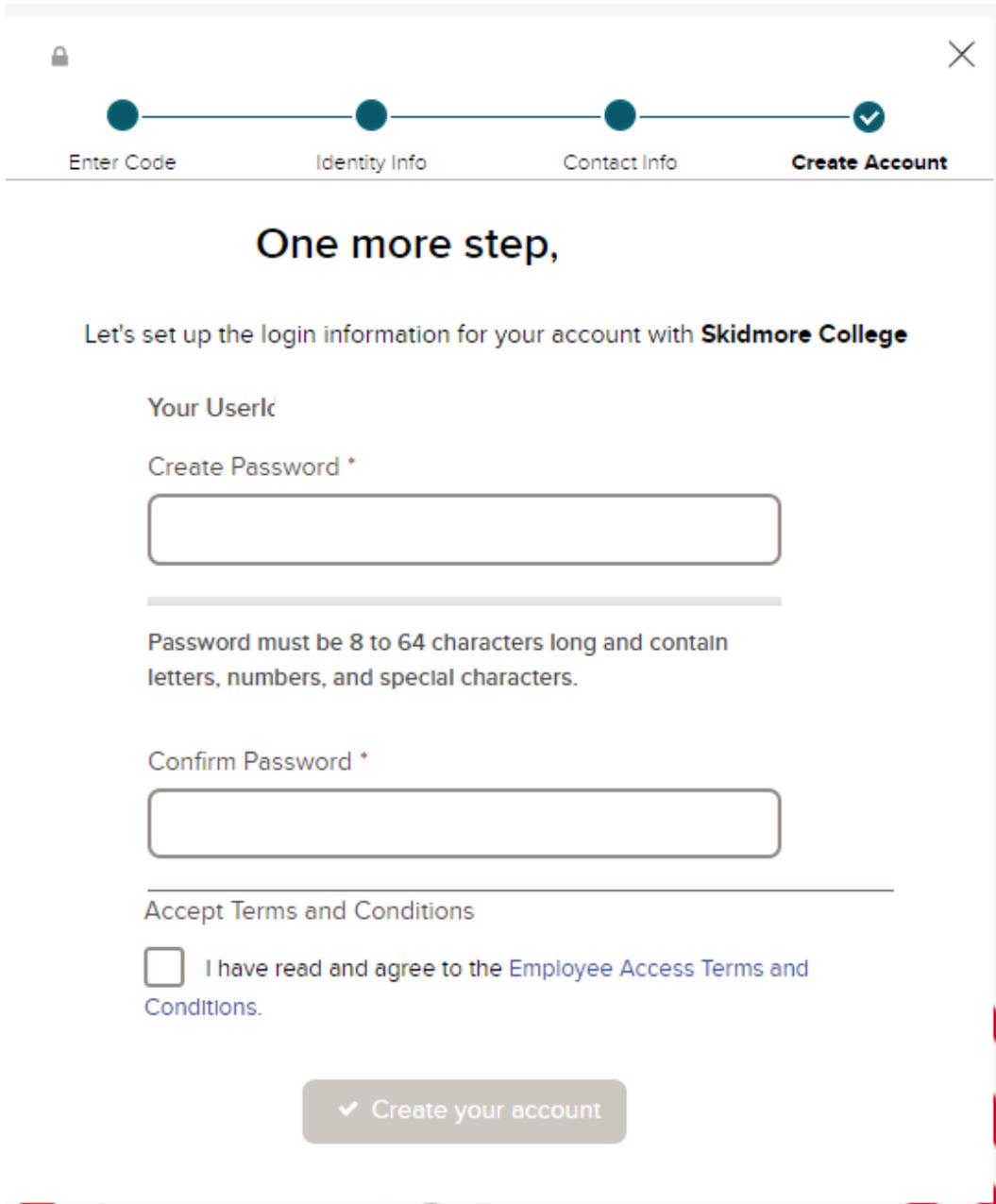
Yes No

 [Add backup contact information](#)

Continue

Your User ID will be created for you. Please make sure that you keep this information in a safe location so that you can access this when needed.

Create your password



The screenshot shows a four-step progress bar at the top: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account' (which is checked). Below the progress bar, the heading reads 'One more step,' followed by 'Let's set up the login information for your account with Skidmore College'. The form includes a 'Your User ID' field, a 'Create Password *' field, and a 'Confirm Password *' field. A note states: 'Password must be 8 to 64 characters long and contain letters, numbers, and special characters.' Below the password fields is a section for 'Accept Terms and Conditions' with an unchecked checkbox and the text 'I have read and agree to the Employee Access Terms and Conditions.' At the bottom is a button labeled 'Create your account' with a checkmark icon.

Activate your email address within 24 hours by responding to the message sent to your email address.

Log Back into your account at <https://my.adp.com>.

Once you login you will see your tax statement. You will be able to print or download a copy of your W2.

Pay

<p>Go Paperless</p> <p>Save time, trees and clutter!</p> <ul style="list-style-type: none">• View your electronic documents online• Access them securely at your convenience• Get notified by email when they become available <p>Go paperless</p>	<p>Tax Statements</p> <p>Tax year</p> <p>2023 (1) <input type="button" value="v"/></p> <p>W2 SKIDMORE COLLEGE View statement</p> <p>View all statements</p>
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