



Accessing your W-2s on the ADP Portal

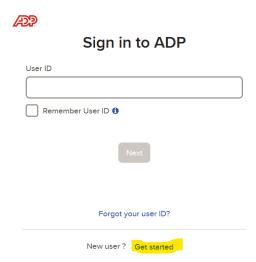
We are pleased to remind all King County employees, retirees, and former employees that ADP W-2 Services are available for easy access to your W-2 forms.

You can view your W-2 forms for the past three years anytime, from anywhere, 24/7. Additionally, benefits-eligible employees can access their 1095-C forms.

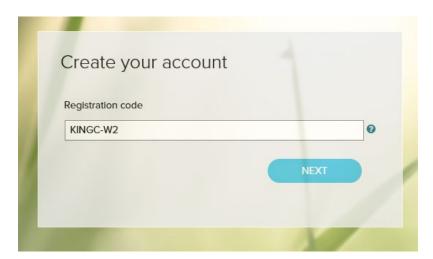
Once registered, you'll be able to access both your W-2 and 1095-C statements.

How to Register on ADP W-2 Services

- 1. Go to https://my.adp.com.
- 2. Click "Get started".



3. Enter the Registration Pass Code which is: KINGC-W2





4. Enter your Name and select **W-2 Services** as the Service.

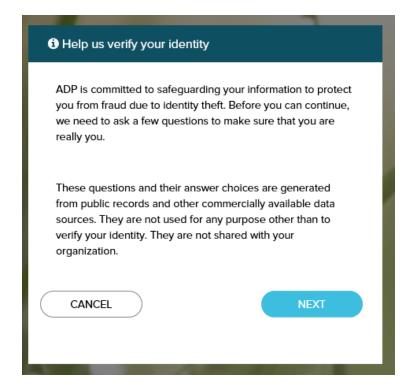


First name*	Last name*
Jane	Smith
Service name and document* ?	
W2 Services	~
VIEW SAMPLE DOCUMENT	
Year of W-2*	
2017 🗸	
Control number - Employee ID*	Control number - Company code*
000012345	TQO
Employee's Zip Code * 90210	
90210	
Employee's SSA number *	
•••••	

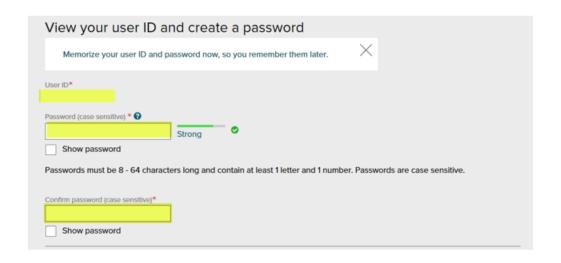
5. The following information is required for validation purposes:

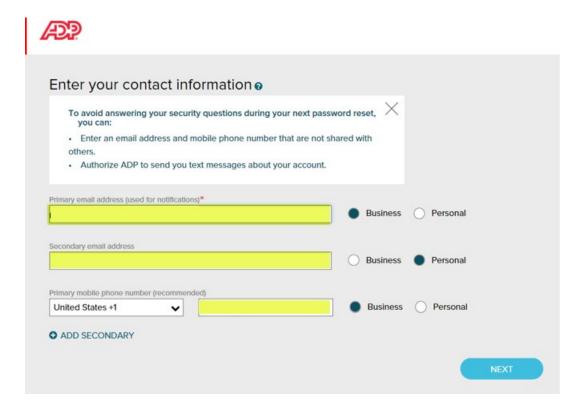
Question	Answer (enter)	Observations
Full Social Security Number	XXXXXXXX	No dashes
Employee ID #	PEOPLESOFT EE NUMBER	Including leading zeros, if does not work then try with no zeros
Company Code from Box D	TQO	(capital letters t, q, o)
Employee Zip Code	XXXXX	Five digits zip code
Tax Year	2017	

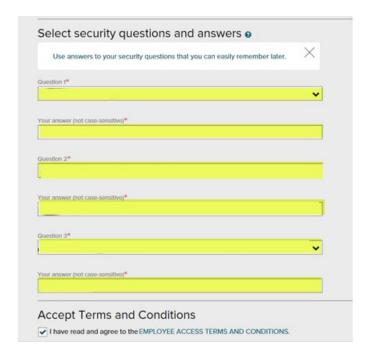
Tell us how to reach you Primary email address (used for notifications) jsmith@gmail.com Business Personal Primary mobile phone number United States +1 It's OK to text me about my account It's OK to text me about

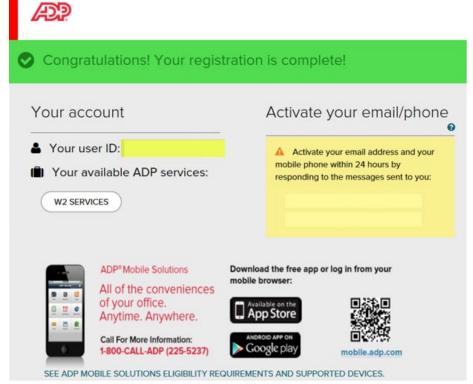


You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID.









.Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, https://my.adp.com.

Please contact Central Payroll at 206-263-9356 for any questions.