

## **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”.



### Sign in to ADP

User ID

Remember User ID ⓘ

Next

[Forgot your user ID?](#)

New user? [Get started](#)

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

Create your account

Registration code

KINGC-W2 ?

NEXT

Do you want to set up an account  
with King County?

NO YES

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



**Identify yourself** ⓘ

First name\*  Last name\*

Service name and document\* ⓘ


[VIEW SAMPLE DOCUMENT](#)

Year of W-2\*

Control number - Employee ID\*  Control number - Company code\*

Employee's Zip Code\*

Employee's SSA number\*

I'm not a robot  reCAPTCHA Privacy - Terms

5. The following information is required for validation purposes:

| Question                    | Answer (enter)       | Observations   |
|-----------------------------|----------------------|--|
| Full Social Security Number | XXXXXXXXXX           | 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



123-456-7890

Business  Personal

It's OK to text me about my account

### Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CANCEL

NEXT

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.

## View your user ID and create a password

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

User ID\*

Password (case sensitive) \* ?

Strong



Show password

Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive) \*

Show password



## Enter your contact information ?

To avoid answering your security questions during your next password reset, you can: ✕

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

Primary email address (used for notifications) \*



Business



Personal

Secondary email address



Business



Personal

Primary mobile phone number (recommended)

United States +1 ▼



Business



Personal

+ ADD SECONDARY

NEXT

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)\*


Accept Terms and Conditions


I have read and agree to the EMPLOYEE ACCESS TERMS AND CONDITIONS.



✔ Congratulations! Your registration is complete!


Your account

 Your user ID: [Redacted]


 Your available ADP services:

W2 SERVICES

Activate your email/phone ⓘ

 Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:


[Redacted]





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 ANDROID APP ON Google play



[mobile.adp.com](https://mobile.adp.com)

SEE ADP MOBILE SOLUTIONS ELIGIBILITY REQUIREMENTS AND SUPPORTED DEVICES.

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.