



## **Accessing your W-2s on the ADP Portal**

**We are pleased to announce ADP W-2 Services, a new benefit for all King County employees. Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week.**

**King county employees, retirees and ex-employees can now access their W-2s for the last three years from anywhere, any time. Benefits eligible employees will also be able to access their 1095-C forms.**

**Upon registration, you will be able to access 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](#)

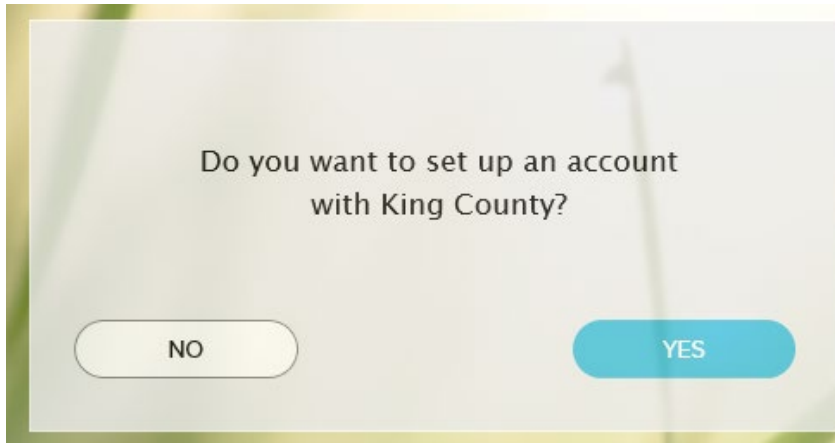
3. Enter the **Registration Pass Code** which is: **KINGC-W2**

Create your account

Registration code

KINGC-W2 ⓘ

NEXT



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



Identify yourself [?](#)

First name\*

Last name\*

Service name and 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)

Business  Personal

Primary mobile phone number

Business  Personal

It's OK to text me about my account [i](#)

**i 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.

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\* [REDACTED]

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)


▼

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:

 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:



ADP® Mobile Solutions  
 All of the conveniences  
 of your office.  
 Anytime. Anywhere.

Call For More Information:  
 1-800-CALL-ADP (225-5237)

Download the free app or log in from your mobile browser:



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.