

ADP Employee W2 Registration Quick Reference Card



Welcome! Register an account with ADP to access your 2022 Princeton University W2 Tax Statement online. The process is quick and simple to help you set up your account. Let's get started!

Registering with a registration code from your organization

1. On your ADP service website <https://my.adp.com>, click the link to **Create Account**.
2. Select **I have a registration code**.
3. Enter the **Organizational Registration** code shared by your administrator: pu.edu-W2
4. Enter your identity information: **First name, Last name, Princeton University Employee ID, Last 4 Digits of SSN** and **Date of Birth**.
5. Based on the information requested during this process, you may be required to answer few identity questions from public records.
6. Add your primary contact information – a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.
Note: Users providing a unique email address and a unique phone number will not be required to set up security questions and answers.
7. Your user ID will be assigned, and you must create a password to complete the registration process for your ADP service account.

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App



and access your information on the go!



If you forget your login information, use the **Forgot User ID/Forgot Password** link on your ADP service web site <https://my.adp.com> to complete a quick verification and recover your information.

Contact Finance@princeton.edu or Payroll@princeton.edu if you have any questions with registering.