

Dear Associate:

Employees can now access their W-2 forms electronically through ADP W-2 Services. Paper copies of W-2 forms will also be sent out to all employees in the mail. W-2 forms are no longer available in self-service and should be retrieved electronically through ADP for years 2022 or later.

Upon registration, you will be able to access your W-2 statement. If you have previously registered with ADP W-2 Services for Navarro College, please follow the link below and your login credentials remain the same. Due to a period of inactivity, your registration may no longer be active. To continue using our services, please register again.

How to Register on ADP W-2 Services

1. Go to <https://my.adp.com>.
2. Click “Get Started”.
3. Click “I Have A Registration Code”
4. Enter the **Registration Code** which is: **NAVACOL-BULLDOGS22**
5. Enter your Name and verify **W-2 Services** is selected as the Service.
6. The following information is required for validation purposes:
 - Full Social Security Number
 - Employee ID # (see steps below on finding your ID # in Oracle)
 - Company Code which is: **70U**
 - Employee Zip Code
 - Tax Year

You will be required to provide one additional verification (by entering your US Mobile phone #, unless ADP already has a unique email address or mobile phone # registered for your account).

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>.**

To find your Employee ID # in Oracle:

1. Log in to Oracle
2. Under “Me” tab click “Personal Information”
3. Click “Employment Info”
4. In the “Assignment” section, your “Person Number” is what you will enter for Employee ID in ADP.

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your year end information