



Terminated Employee W-2 Forms

Important information:

- Terminated employees can view or print an electronic W-2 from the ADP Portal website, my.adp.com. New user registration information provided below.
- A paper W-2 statement will be mailed to your mailing address of record in the Workday website, or with the Registrar’s Office for students no later than January 31st.
- Additional information regarding W-2 Form can be found on FAQ on W-2 & W-2C document on Suffolk University’s Payroll Office website.

*** If you already have ADP account with your current or previous employer, you might be able to access all W-2 Tax forms through their portal after January 31st. ***

Suffolk University Payroll Department

E-mail: payroll_dept@suffolk.edu

Phone: (617) 573-8329

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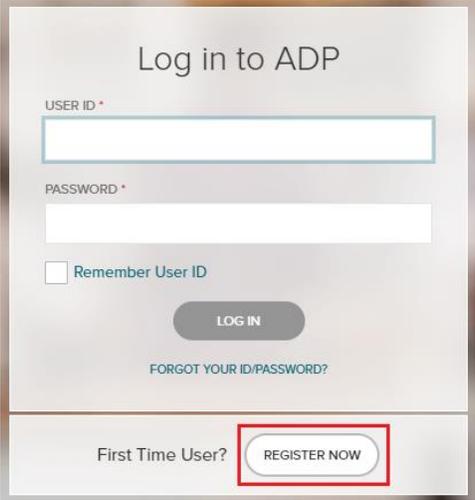
New User Registration Quick Reference Card

Information requested during registration process:

- Legal name
- Social Security Administration number
- Registration code
- Company Code
- Suffolk University Employee ID (without hyphen)
- 5 digit zip code (your mailing address of record)

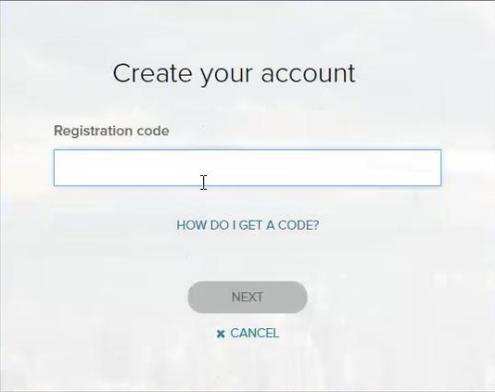
Call the Payroll Department at 617-573-8329 to obtain the Registration Code, Company code and Employee ID.

1. Enter “my.ADP.com” in your web browser and click on the **Register Now** button to create an account on ADP portal to access the W-2 tax statements.



The screenshot shows the ADP login interface. At the top, it says "Log in to ADP". Below this are two input fields: "USER ID" and "PASSWORD". There is a checkbox labeled "Remember User ID". A "LOG IN" button is centered below the fields. Below the button is a link that says "FORGOT YOUR ID/PASSWORD?". At the bottom of the page, there is a section for "First Time User?" with a "REGISTER NOW" button highlighted by a red rectangle.

2. On your ADP service website, enter the registration code.



The screenshot shows the "Create your account" page. It features a "Registration code" input field with a cursor. Below the field is a link that says "HOW DO I GET A CODE?". At the bottom, there are two buttons: "NEXT" and "x CANCEL".

3. Enter your personal identity information and select the year of W-2s.

The screenshot shows a form titled "Identify yourself" with the following fields and options:

- First name* (text input)
- Last name* (text input)
- Service name and document* (dropdown menu showing "W2 Services")
- VIEW SAMPLE DOCUMENTS (link)
- Year of W-2* (dropdown menu showing "2018")
- Control number - Employee ID* (text input)
- Control number - Company code* (text input)
- Zip Code* (text input)
- Employee's SSA number* (text input)

4. Answer identity questions to complete additional verification, if and when required.

The screenshot shows a verification screen titled "Help us verify your identity" with a timer of 00:29. It contains a list of states: Conn, Mass, North, Oreg, Rhode, and None person. Below the list is a question: "Which of the following age ranges most closely matches the age of [redacted]?" with a timer of 00:26. The age ranges are: 23 to 27, 32 to 36, 41 to 45, 49 to 53, 63 to 67, and None of the above or I am not familiar with this person. A "CANCEL" button is at the bottom.

5. Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications. (You will get notification when W-2 forms are available when you have enrolled in notifications)

Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*
Work [input field]

Phone*
Work, Mobile [country dropdown] [input field]
It's OK to text me about my account* Yes No

Backup Contact Information Add additional email/phone where you can be reached.

Email
Personal [input field]

Phone
Work, Other [country dropdown] +1 [input field] Ext [input field]

[ADD NEW PHONE](#)

[CONTINUE](#)
[CANCEL](#)

6. Set up your user ID and password for your account.

One more step, [blurred]!

Create your account with <Your Company Name>

User ID: [input field]

Password (case sensitive)*
[input field]

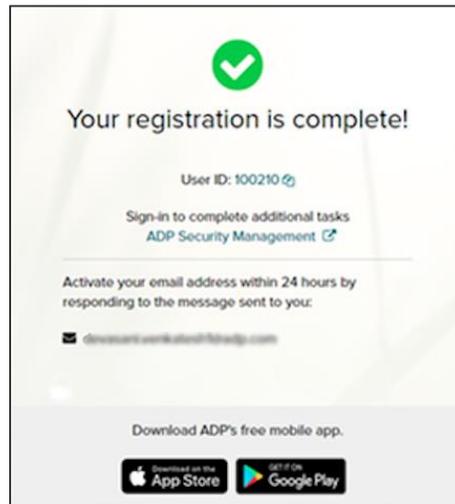
Confirm [input field]

Strong

Password must:

- Between 8 and 64 characters
- A lowercase or uppercase letter
- At least one number
- Not repeat any character more than 3 times in a row.
- Not be a sequence of 4 characters in a row.
- Increase the length from 12-20 characters.
- Add one or more special characters such as @, \$, or &.
- Use both uppercase and lowercase letters.

7. Click **Create Your Account** to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).



8. Activate Your Email Address

During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

9. Activate Your Mobile Phone

During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

Forgot Your User ID/Password?

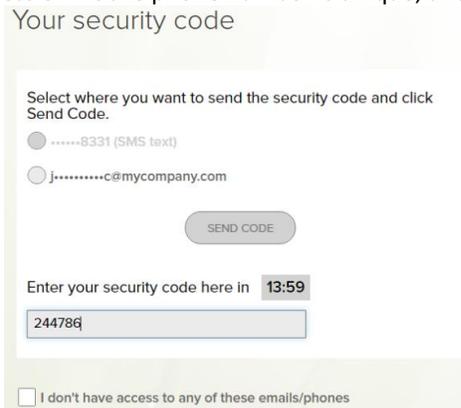
If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

1. Enter your first name and last name exactly as they exist in your Suffolk University’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account.



Upon successful verification of the information that you entered, your user ID will be displayed.

2. To reset your password, select the “I don’t know my password” option and choose an option:
 - **Option 1 – Receive Security Code - get and enter a code within 15 minutes**
 - If your email address or mobile phone number is unique, and you have access to it.



- **Option 2 – Answer Your Security Questions**
 - If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them.



3. Upon successful verification of your response, you will be prompted to enter and confirm your new password.

The image shows a 'Reset password' web form. The form has two input fields: 'New password (case sensitive)*' and 'Confirm new password', both containing the text 'Tr@vel2917'. There are 'Show password' checkboxes for both fields. A 'CANCEL' button is at the bottom left. A validation pop-up is overlaid on the right side of the form, displaying a green checkmark and the text 'Your password is valid'. Below this, it lists requirements: 'Your password MUST have:' (At least 8 characters, A lowercase or uppercase letter, A number) and 'Your password MUST NOT have:' (Any character repeated more than 3 times in a row, More than 3 sequential letters or numbers in a row). It also provides tips to strengthen the password: 'To strengthen your password, do the following:' (Increase the length from 12-20 characters, Add one or more special characters such as @, \$, or &, Use a combination of uppercase and lowercase letters). A strength indicator 'Strong' with a green checkmark is visible next to the password field.

Locked out of my.adp.com portal

Call the Payroll Department at 617-573-8329 to reset your my.adp.com account.