

View and Print W-2

Overview

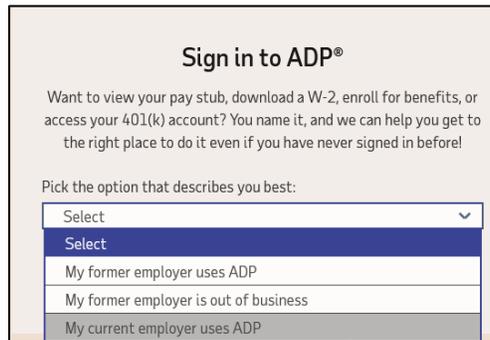
Former Florida Tech employees can access their 2021 W-2 by creating an ADP account.

Process

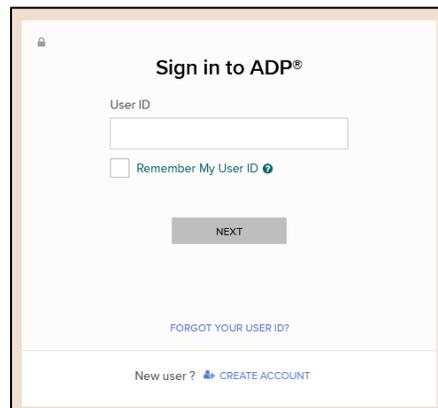
1. Go to <https://www.adp.com/>
2. Select the Sign In button in upper right



3. Select My current employer uses ADP

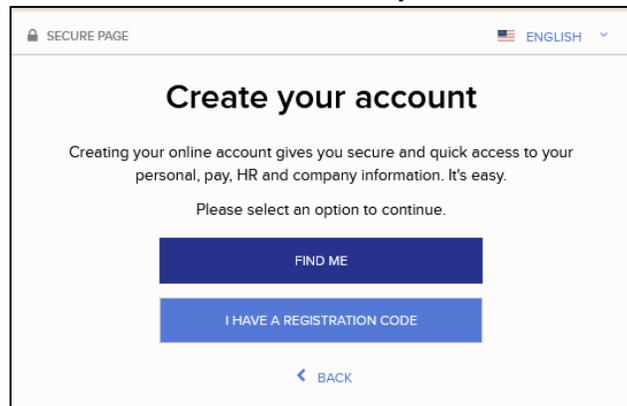


4. Select CREATE ACCOUNT from bottom

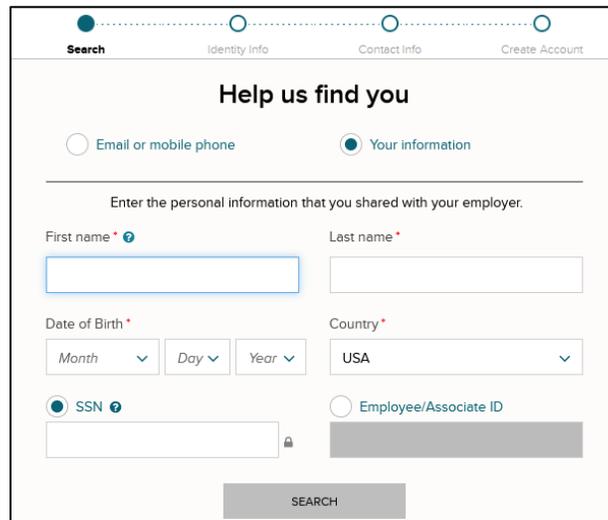


5. Select FIND ME button

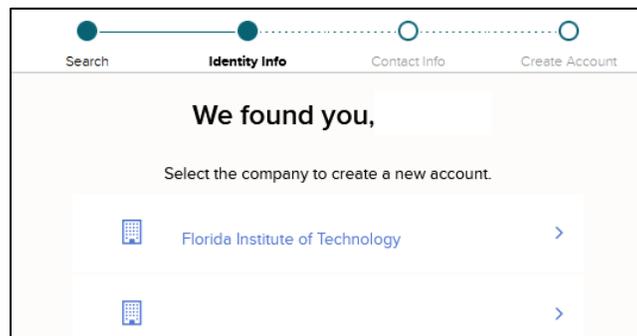
Florida Tech Workday Job Aid



6. Select Your information radial button
7. Enter identifying information
8. Click SEARCH button



9. Confirm your name
10. Select Florida Institute of Technology company
 - a. If you have had employers in the past use ADP, these may also appear



11. Verify Identity using mobile number
 - a. Terminated employees cannot use their email as the email address associated with the account is typically the @fit.edu email address

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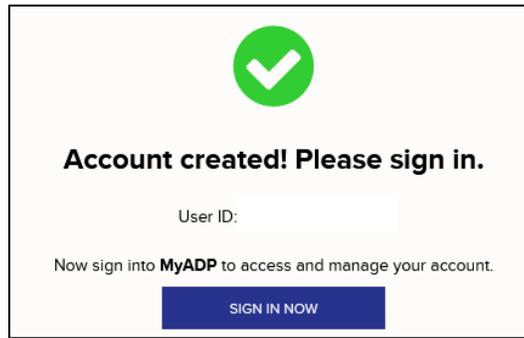
12. Enter Verification Code

13. Update Contact information if desired

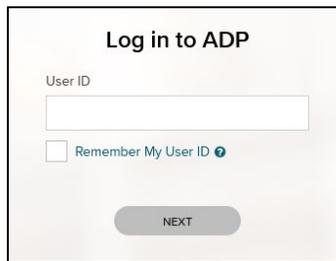
14. New User Id is displayed

15. Create/Confirm a new Password

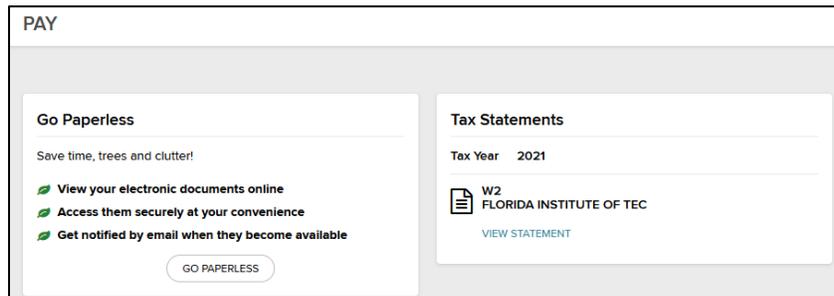
16. Account creation message displays, SIGN IN NOW to get W-2



17. Enter User ID and Password



18. Click VIEW STATEMENT to view document



19. Print or Download from button in upper right

