

View and Print W-2

Overview

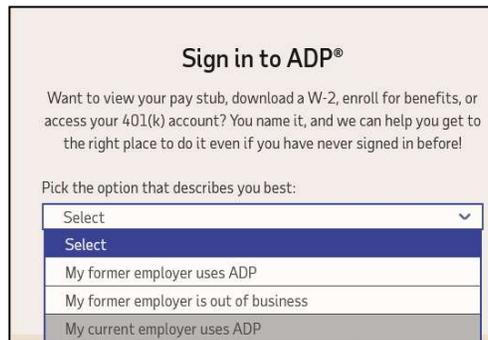
Current and former Florida Tech employees can access their W-2 by creating an ADP account.

Process

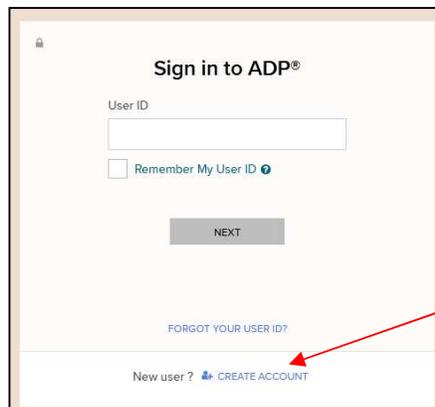
1. Go to <https://www.adp.com/>
2. Select the Sign In button in upper right



3. Select **My** current employer uses ADP

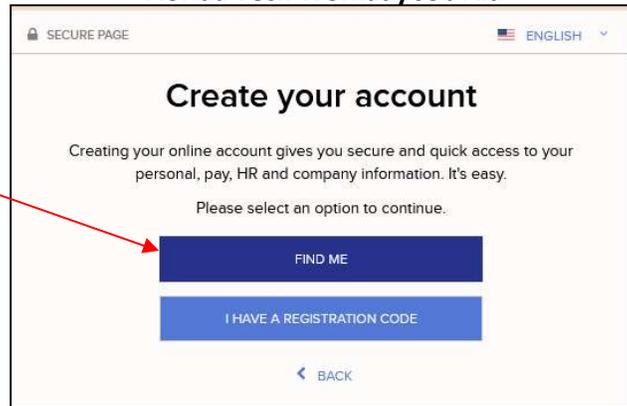


4. Select **CREATE ACCOUNT** from bottom

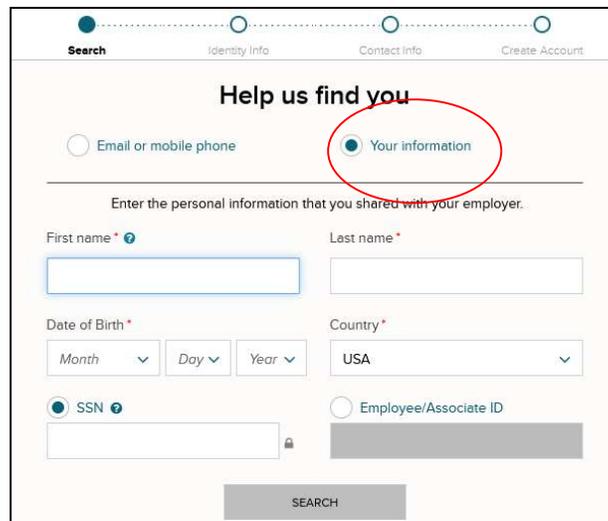


5. Select **FIND ME** button

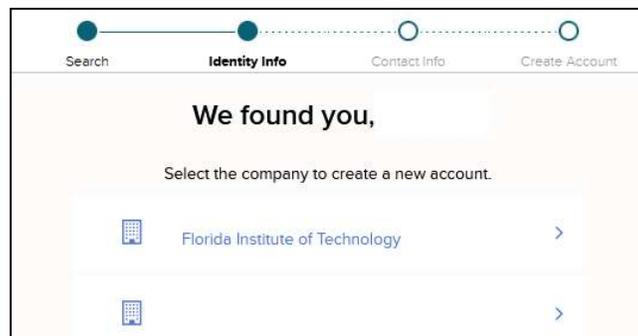
Florida Tech Workday Job Aid



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

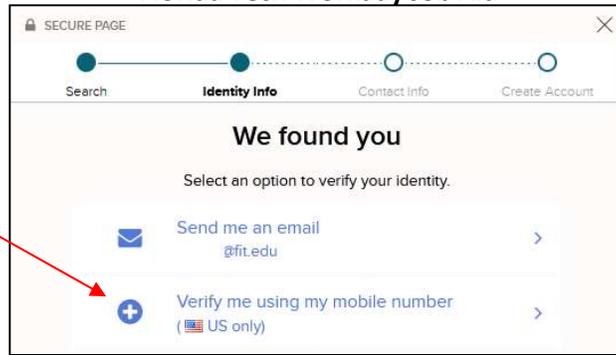


9. Confirm your name
10. Select **Florida Institute of Technology** company
 - a. If you have had employers in the past use ADP, these may also appear

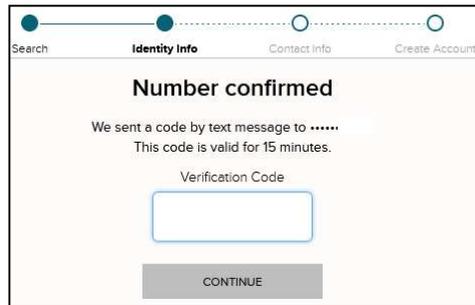


11. **Verify Identity using mobile number**
 - a. **Terminated employees cannot use their email as the email address associated with the account is typically the @fit.edu email address**

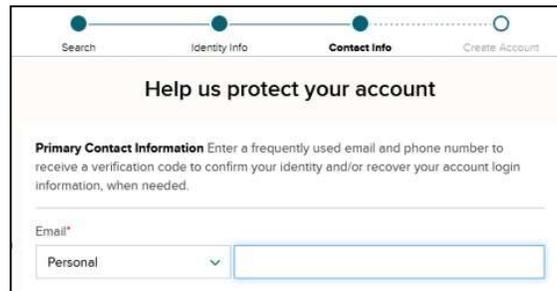
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12. Enter Verification Code

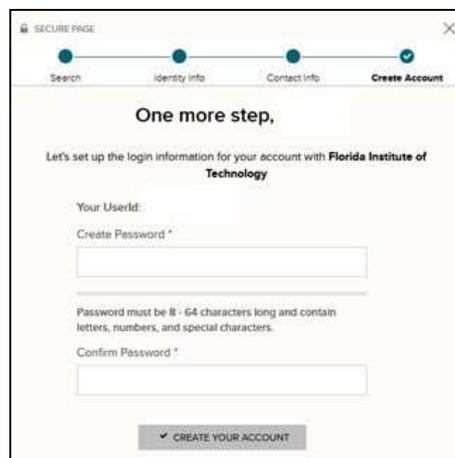


13. Update Contact information if desired



14. New User Id is displayed

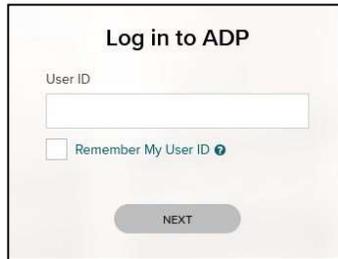
15. Create/Confirm a new Password



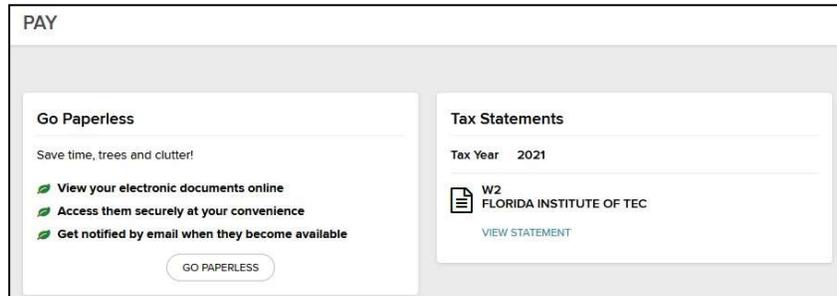
16. Account creation message displays, SIGN IN NOW to get W-2



17. Enter User ID and Password



18. Click VIEW STATEMENT to view document



19. Print or Download from button in upper right

