



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 <u>https://www.adp.com/</u>
- 2. Select the Sign In button in upper right



3. Select My current employer uses ADP

Sign in to	ADP®
Vant to view your pay stub, downloa ccess your 401(k) account? You name the right place to do it even if you l	d a W-2, enroll for benefits, o e it, and we can help you get t have never signed in before!
ck the option that describes you bes	t:
ck the option that describes you bes Select	t: ~
ck the option that describes you bes Select Select	t: ~
ck the option that describes you bes Select Select My former employer uses ADP	t: ~
ck the option that describes you bes Select Select My former employer uses ADP My former employer is out of busin	t: 🗸

4. Select CREATE ACCOUNT from bottom

Sign in to ADP®	
User ID	
Remember My User ID 🛛	
NEXT	

5. Select FIND ME button





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SECURE PAGE		ENGLISH
	Create your acco	unt
Creating yo	our online account gives you secure and ersonal, pay, HR and company informatic	quick access to your on. It's easy.
	Please select an option to continu	Je.
	FIND ME	
	I HAVE A REGISTRATION CODE	
	C PACK	

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

•	()C	<mark>O</mark>	O
Search	Ident	ity Info	Contact Info	Create Account
	Н	lelp us	s find you	
Email or r	nobile phone	ř	Your informa	tion
Enter ti	ne personal ir	nformation	that you shared with you	ur employer.
irst name * 🕜			Last name*	
Date of Birth *			Country*	
Month 🗸	Day 🗸	Year 🗸	USA	~
SSN Ø			Employee/Ass	ociate ID
		a		
		SI	FARCH	

- 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

•			····· 0	O
Search		Identity Info	Contact Info	Create Account
		We found y	vou,	
		Select the company to	create a new accoun	t.
	Ħ	Florida Institute of Te	chnology	>
	H			>

- 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

Search	Identity Info	Contact Info	Create Account
	Number o	confirmed	
	We sent a code by text	message to •••••	
	This code is vali	d for 15 minutes.	
	Verificati	on Code	
	1		
	0010		

13. Update Contact information if desired



- 14. New User Id is displayed
- 15. Create/Confirm a new Password

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seerch	idensity into	Contect Into	Creete Accour
	One more s	step,	
Let's set up th	e login information for Techr	your account with Flo hology	orida Institute of
Your Us	erid:		
Create F	Password *		
Dersword	d must be 9. C4 charac	teer loos and contain	
letters, n	umbers, and special cha	aracters.	
Confirm	Password *		



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



17. Enter User ID and Password

Lo	g in to ADP	
User ID		
Remembe	r My User ID 😡	
	NEXT	

18. Click VIEW STATEMENT to view document

Go Paperless	Tax Statements
ave time, trees and clutter!	Tax Year 2021
View your electronic documents online Access them securely at your convenience Converting the secure of the secur	E W2 FLORIDA INSTITUTE OF TEC
GO PAPERLESS	VIEW STATEMENT

19. Print or Download from button in upper right

CBACK	Statement for 2021	
Tax Year: 2021 Form Type: W2		PRINT DOWINLOAD
E Q ↑ ↓ 1 of 2	— + Automatic Zoom 🐱	8 CO N :
	2021 W-2 and EARNINGS SUMMARY	
Employee Reference Copy W-2 Wage and Tax 202	4	