

Florida Tech Workday Job Aid

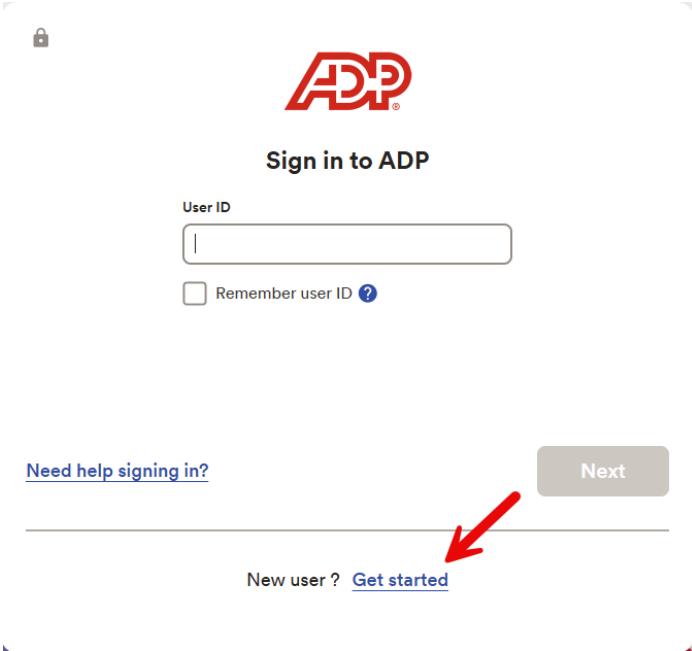
Retrieve W2 Electronically via ADP Portal

Overview

For use by previous employees, to pull W2 forms electronically via the online ADP Portal

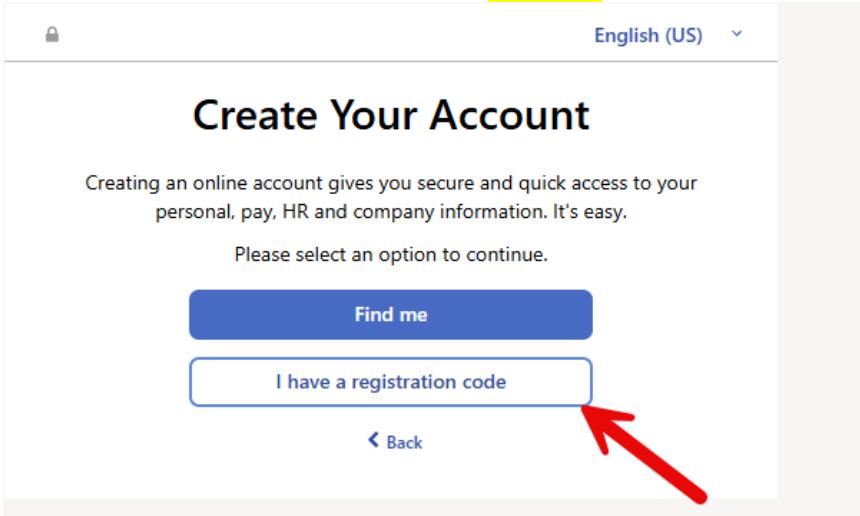
Steps

1. Log into my.adp.com
2. Click on “[Get Started](#)”



The image shows the ADP Sign in to ADP page. It features the ADP logo at the top, followed by a 'Sign in to ADP' heading. Below this is a 'User ID' input field with a placeholder 'I' and a 'Remember user ID' checkbox. At the bottom, there are links for 'Need help signing in?' and 'New user? [Get started](#)'. A red arrow points to the 'Get started' link.

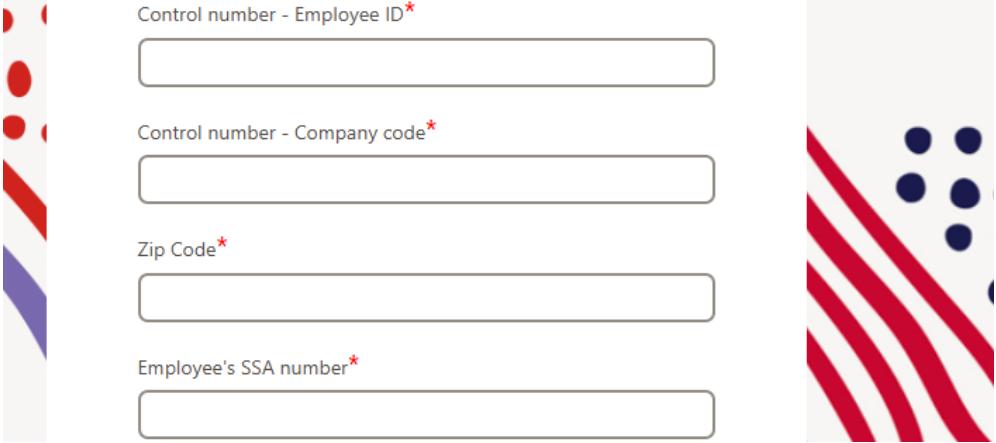
3. click on “[I have a registration code](#)” (please do not use the find me function)
4. enter the company registration code **FIT1-W2**



The image shows the 'Create Your Account' page. At the top, it says 'English (US)'. Below that is the heading 'Create Your Account'. A subtext explains that creating an online account gives secure and quick access to personal, pay, HR and company information. It then asks to 'Please select an option to continue.' Two buttons are shown: 'Find me' (disabled) and 'I have a registration code' (highlighted with a red box and a red arrow pointing to it). At the bottom left is a 'Back' link.

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5. Complete the **Identify Yourself section**. All information must match the information on your Workday profile.
6. Company Code = **UDC**



Enter Code **Identity Info** Contact Info Create Account

Identify yourself

First name* 

Last name* 

Service name and document* 

W2 Services

[VIEW SAMPLE DOCUMENTS](#)

Year of W-2* 

2024

Control number - Employee ID* 

Control number - Company code* 

Zip Code* 

Employee's SSA number* 