

Florida Tech Workday Job Aid

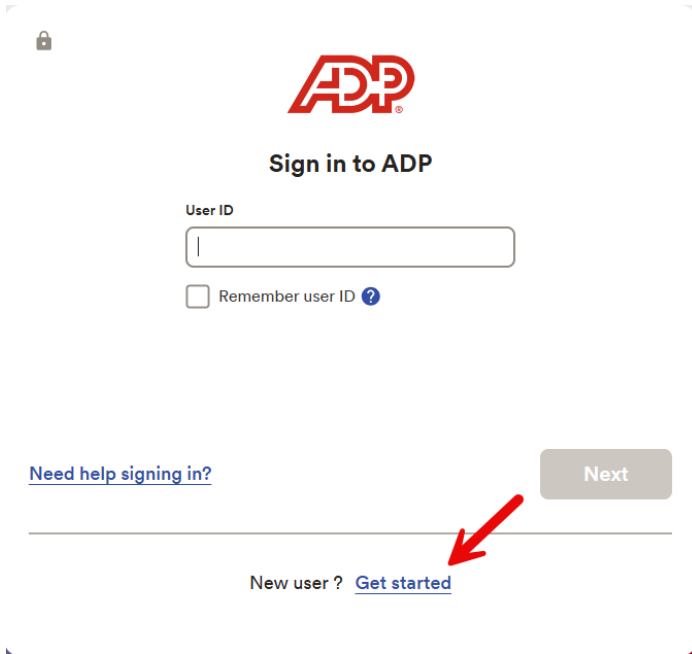
Retrieve W2 Electronically via ADP Portal

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](#)”



ADP

Sign in to ADP

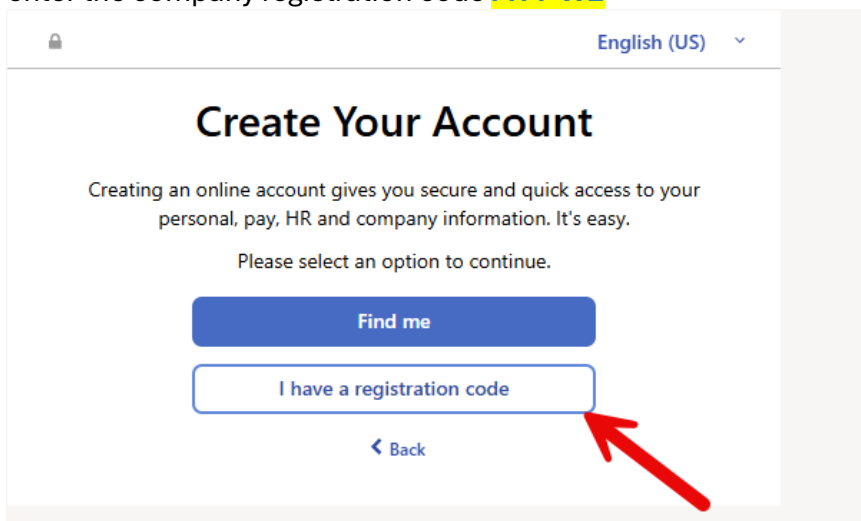
User ID

☐ Remember user ID ?

[Need help signing in?](#) [Next](#)

New user ? [Get started](#)

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



English (US) ▾

Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

[Find me](#)

[I have a registration code](#)

[Back](#)

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

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*