



ACCESSING YOUR W-2 FORM FOR FORMER EMPLOYEES

CREATE YOUR ACCOUNT

- my.adp.com
- “Get started”

A screenshot of the ADP 'Sign in to ADP' page. It features the ADP logo at the top, followed by the title 'Sign in to ADP'. Below this is a 'User ID' input field and a checkbox labeled 'Remember user ID' with a help icon. A red arrow points from the bottom left towards a red circle with the number '1' next to the 'Get started' link. Other elements include a 'Need help signing in?' link and a 'Next' button.

- “I have a registration code” (do **NOT** use Find me)

A screenshot of the ADP 'Create Your Account' page. It includes a language selector 'English (US)' in the top right. The main heading is 'Create Your Account', followed by a paragraph about account benefits and a prompt to 'Please select an option to continue.' There are two main buttons: 'Find me' and 'I have a registration code'. A red circle with the number '2' is next to the 'I have a registration code' button, which is also pointed to by a red arrow. A '< Back' link is at the bottom.

- Company registration Code is **DAVIDEDU-IPAY**. You may also use a personal registration code.

The screenshot shows a registration window with a progress bar at the top. The first step, 'Enter Code', is active and highlighted with a blue dot. The other steps are 'Identity Info', 'Contact Info', and 'Create Account', each with a white dot. The main heading is 'Enter Registration Code'. Below it, there is a label 'Registration Code' with an information icon. A text input field contains the code 'DAVIDEDU-IPAY'. To the left of the input field is a red circle with the number '3'. Below the input field is a blue 'Continue' button and a '< Back' link.

- Create your account. All information entered on the Identify Info page must match what is on file with Davidson College

The screenshot shows the 'Identity Info' step of the registration process. The progress bar at the top shows the second step, 'Identity Info', is active and highlighted with a blue dot. The other steps are 'Enter Code', 'Contact Info', and 'Create Account', each with a white dot. The main heading is 'Let's Get Started' with a red circle containing the number '4'. Below the heading, there is a sub-heading 'First, we'll need some information to create your account with Davidson College'. The form contains four input fields: 'First Name' (with a red asterisk and information icon), 'Last Name' (with a red asterisk and information icon), 'SSN, EIN, or ITIN' (with a red asterisk, information icon, and a lock icon), and 'Birth Month, Day, and Year' (with a red asterisk). The 'Birth Month, Day, and Year' field is composed of three dropdown menus labeled 'Month', 'Day', and 'Year'. At the bottom of the form is a grey 'Continue' button.

- Verify your identity via email or mobile number

The screenshot shows a registration window with a progress bar at the top. The steps are: Enter Code, Identity Info (current step), Contact Info, and Create Account. The main heading is '5 We found you, Kristen'. Below it, the text says 'Select an option to verify your identity.' There are two options: 'Send me an email' with an envelope icon, and 'Verify me using my mobile number' with a plus icon and '(US only)' with a US flag icon. Both options have a right arrow.

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

5 We found you, Kristen

Select an option to verify your identity.

Send me an email >

Verify me using my mobile number >
(US only)

- Enter an active Email AND Mobile number

The screenshot shows the 'Contact Info' step of the registration process. The progress bar at the top shows: Enter Code, Identity Info, Contact Info (current step), and Create Account. The main heading is '6 Help Us Protect Your Account'. Below it, the text says 'Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.' There are two input fields: 'Email*' with a dropdown menu showing 'Work' and a text input field; and 'Phone*' with a dropdown menu showing 'Personal, Mobile', a country dropdown showing 'US' with a plus sign, and a text input field. Below these fields is a link that says '+ Add backup contact information'. At the bottom is a 'Continue' button.

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

6 Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Work

Phone*

Personal, Mobile US +1

Add backup contact information

Continue

- Create Password

Enter CodeIdentity InfoContact InfoCreate Account

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One more step, Kristen

Let's set up the login information for your account with **Davidson College**

Your UserId:

Create Password *

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

Accept Terms and Conditions

☐ I have read and agree to the [Employee Access Terms and Conditions](#).

Create your account

- **Your account is now created**
 - You will immediately receive a text to confirm, do so now
 - You will immediately receive an email with your log-in credentials
- Click Sign in now

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Account Created! Please Sign In.

User ID:

You can now sign into **MyADP** to access and manage your account.

Activate your mobile phone within 24 hours by responding to the messages sent to you:

+1

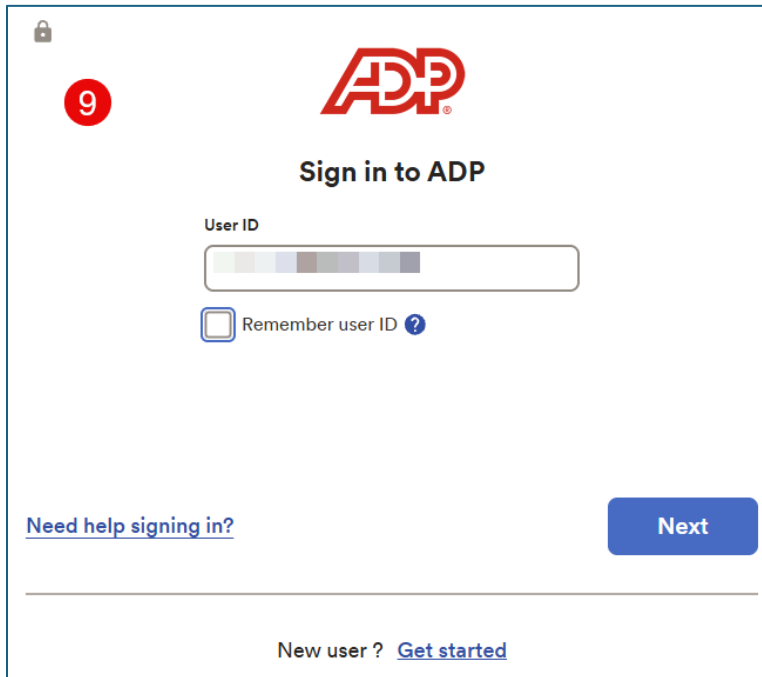
Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store

GET IT ON Google Play

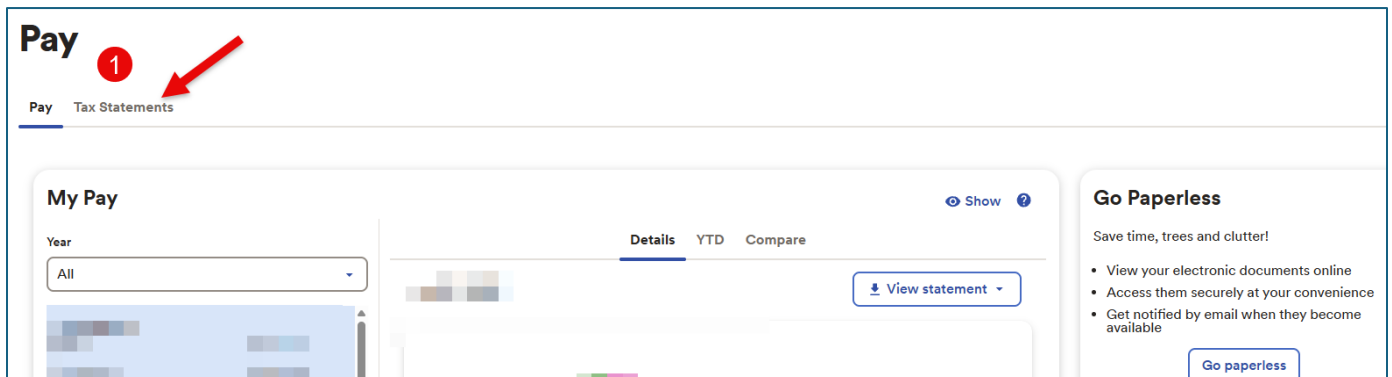
RETRIEVE YOUR W-2

- Click Next and then enter password on the following screen



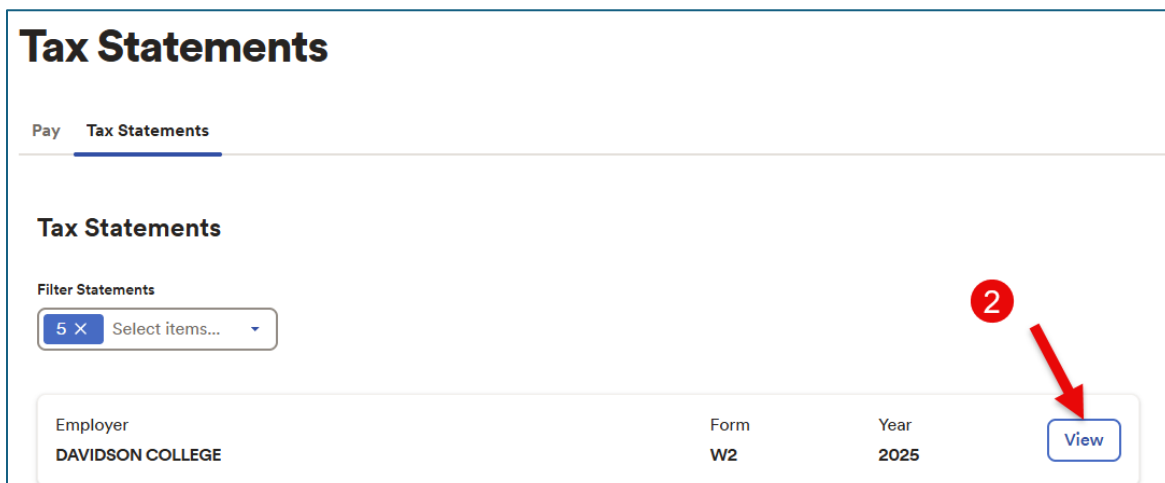
The image shows the ADP sign-in interface. At the top left is a red circle with the number 9. The ADP logo is centered at the top. Below the logo is the text "Sign in to ADP". Underneath is a "User ID" label followed by a text input field. Below the input field is a checkbox labeled "Remember user ID" with a question mark icon. At the bottom left is a link "Need help signing in?". At the bottom right is a blue button labeled "Next". At the very bottom is a link "New user ? Get started".

- Once signed in to ADP click on Tax Statements



The image shows the ADP Pay dashboard. At the top left is the word "Pay" in large bold letters. Below it are two tabs: "Pay" and "Tax Statements". A red circle with the number 1 and a red arrow points to the "Tax Statements" tab. Below the tabs is a "My Pay" section with a "Year" dropdown menu set to "All". To the right of this is a "Details" section with tabs for "Details", "YTD", and "Compare". Below these tabs is a "View statement" button. To the right of the "My Pay" section is a "Go Paperless" section with a list of benefits and a "Go paperless" button.

- Click on View next to Davidson College | Form W2 | Year 2025



The image shows the ADP Tax Statements screen. At the top is the heading "Tax Statements". Below it are two tabs: "Pay" and "Tax Statements". Below the tabs is a "Filter Statements" section with a dropdown menu showing "5 x Select items...". Below this is a table with three columns: "Employer", "Form", and "Year". The table has one row with the values "DAVIDSON COLLEGE", "W2", and "2025". To the right of the table is a blue button labeled "View". A red circle with the number 2 and a red arrow points to the "View" button.

- You will be asked how to select to receive your security code
- Enter your code once received

Security Checkpoint

We're keeping your info safe.

For your protection and to prevent fraud, please authorize this transaction.

Select how you want to receive your security code. 3

Send me a text message to

Send me an email to

Call me at

Contact your Systems Administrator if you cannot receive a security code at these points of contact.

- You may now Print your W-2 as a PDF or Download to your computer as a PDF

[← Back](#)

2025 W2

To ensure the best experience, we recommend downloading and viewing this PDF in a PDF reader.

4

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1 / 2 100%

Employee Reference Copy

W-2 Wage and Tax Statement 2025

2025 W-2 and EARNINGS SUMMARY

This summary section is included with your W-2 to help describe this portion in more detail. The reverse side includes general information that you may also find helpful. The following reflects your final pay stub, plus any adjustments made by your employer.