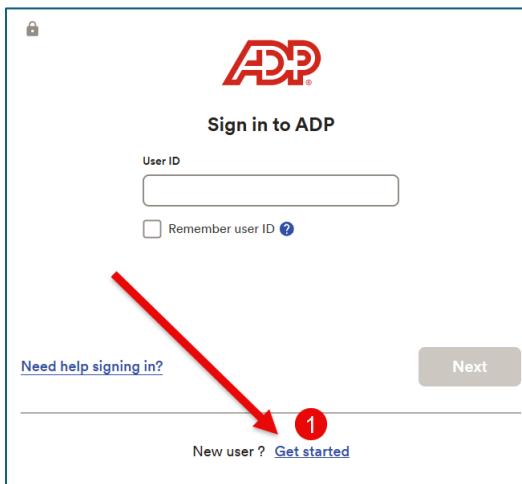




## ACCESSING YOUR W-2 FORM FOR FORMER EMPLOYEES

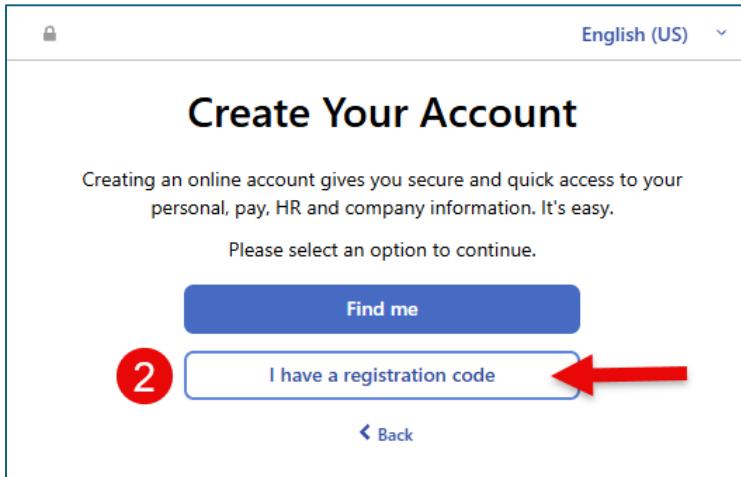
### CREATE YOUR ACCOUNT

- [my.adp.com](http://my.adp.com)
- “Get started”



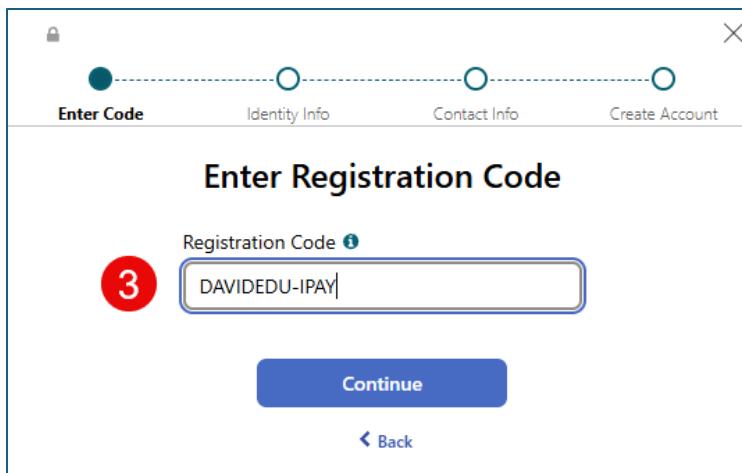
The image shows the ADP Sign in to ADP page. It features a red 'ADP' logo at the top. Below it is a 'Sign in to ADP' heading. There is a 'User ID' input field and a 'Remember user ID' checkbox. A red arrow points from the top left towards the 'Get started' link. At the bottom, there is a 'Need help signing in?' link, a 'Next' button, and a 'New user? [Get started](#)' link, which is circled with a red '1'.

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



The image shows the 'Create Your Account' page. At the top, it says 'Create Your Account' and 'Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.' Below that, it says 'Please select an option to continue.' There are two buttons: a blue 'Find me' button and a white 'I have a registration code' button with a blue border. A red '2' is circled around the 'I have a registration code' button, and a red arrow points to it from the left. At the bottom, there is a 'Back' link.

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



Enter Registration Code

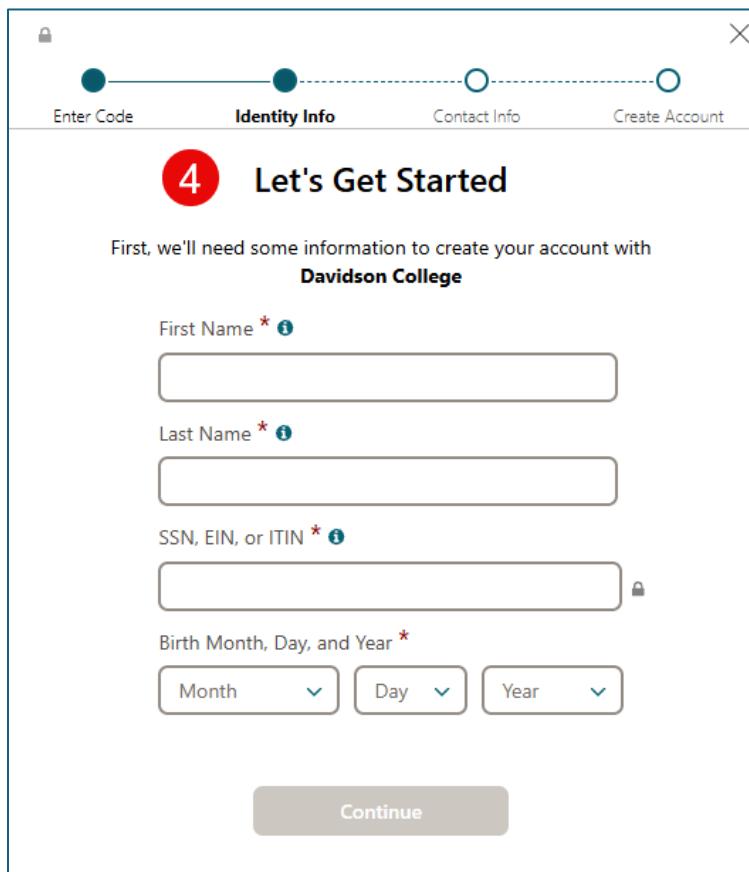
Registration Code i

DAVIDEDU-IPAY

Continue

Back

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



Let's Get Started

First, we'll need some information to create your account with  
**Davidson College**

First Name \* i

Last Name \* i

SSN, EIN, or ITIN \* i

Birth Month, Day, and Year \*

Month Day Year

Continue

- Verify your identity via email or mobile number



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



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\*

Phone\*

[+ Add backup contact information](#)

**Continue**

- Create Password

7 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

8

**Account Created! Please Sign In.**

User ID: [REDACTED]

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

**Sign in now**

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

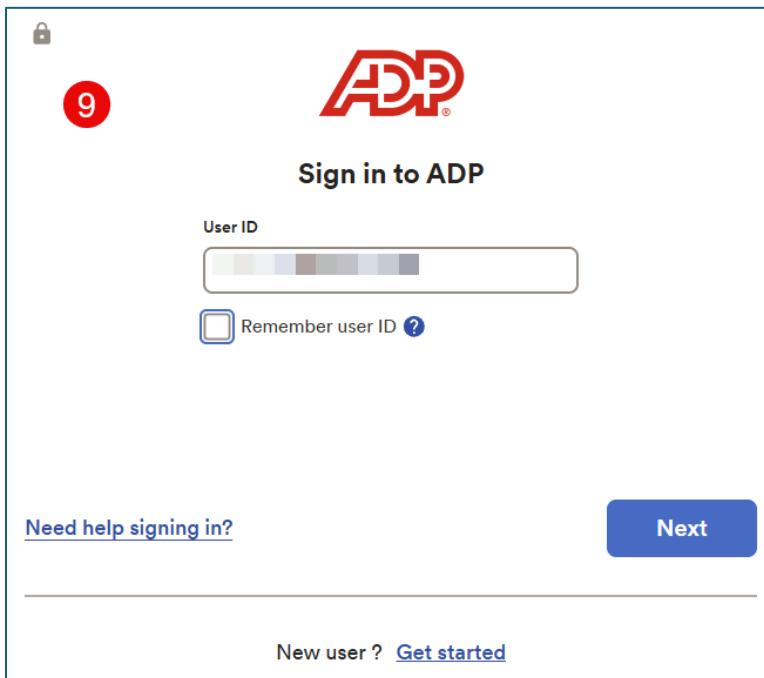
Phone number: +1 [REDACTED]

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

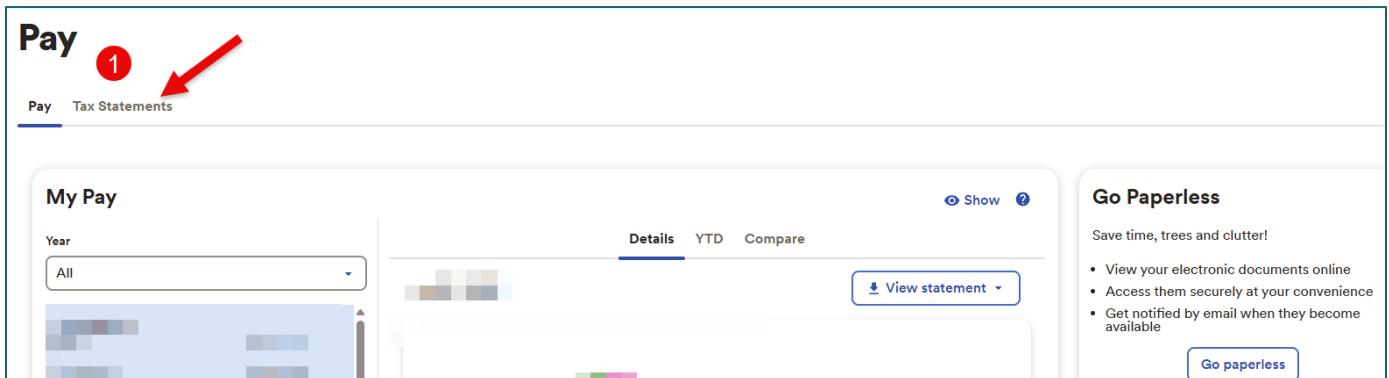
## RETRIEVE YOUR W-2

- Click Next and then enter password on the following screen



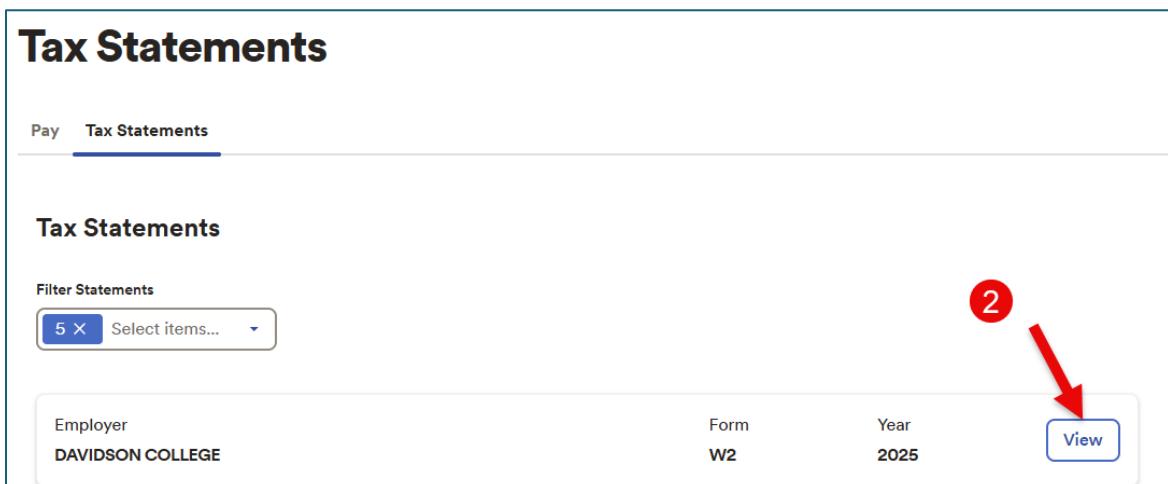
The image shows the ADP sign-in page. At the top, the ADP logo is displayed with a red circle containing the number '9' to its left. The page title 'Sign in to ADP' is centered above a 'User ID' input field, which contains a blurred password. Below the input field is a 'Remember user ID' checkbox with a question mark icon. At the bottom left, there is a link 'Need help signing in?'. On the right side, a large blue 'Next' button is centered. At the very bottom, there is a link 'New user? Get started'.

- Once signed in to ADP click on Tax Statements



The image shows the ADP Pay interface. At the top, the word 'Pay' is displayed with a red circle containing the number '1' above it, and a red arrow points to the 'Tax Statements' tab. The 'Tax Statements' tab is highlighted with a blue underline. Below the tabs, there is a section titled 'My Pay' with a 'Year' dropdown set to 'All'. To the right of this is a chart area with buttons for 'Details', 'YTD', and 'Compare', and a 'View statement' button. On the far right, there is a 'Go Paperless' sidebar 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 interface. The title 'Tax Statements' is at the top. Below it, the 'Tax Statements' tab is highlighted with a blue underline, and the 'Pay' tab is shown with a red arrow pointing to it. A 'Filter Statements' section contains a 'Select items...' dropdown with '5 X' items. At the bottom, there is a table with columns for 'Employer' (DAVIDSON COLLEGE), 'Form' (W2), and 'Year' (2025). To the right of the table is a blue 'View' button with a red circle containing the number '2' above it, and a red arrow points to this 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

1 / 2 | - 100% + |      

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**2025 W-2 and EARNINGS SUMMARY**

**Employee Reference Copy**  
**W-2** **2025** W-2 Wage and Tax Statement

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.