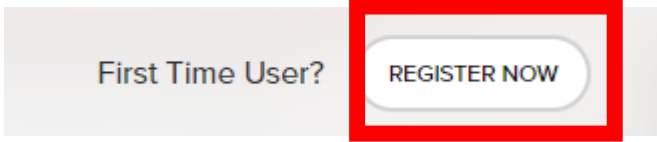
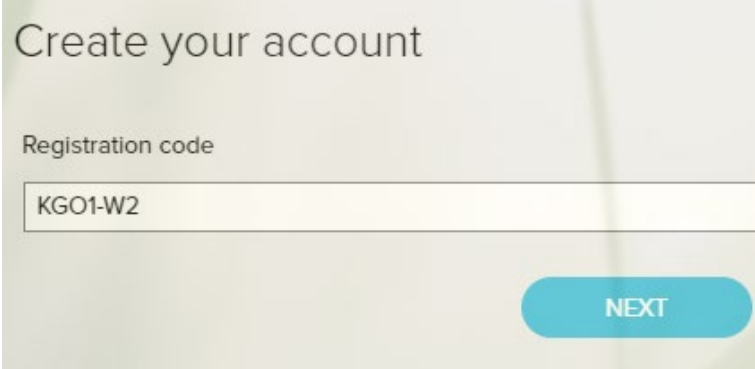




W-2 Online Registration with ADP

To review and obtain your W-2 electronically through ADP, you must complete the following instructions for registering your profile. The Company will be mailing a physical copy of your W-2 to the primary home address located in Workday. Online registration is only required if you wish to obtain your W-2 electronically.

1. Go to the following website	<p style="text-align: center;">https://my.adp.com</p>
2. Click on REGISTER NOW next to the <i>First Time User?</i>	
3. Enter the Registration Pass Code which is: KGO1-W2 **this is the letter O, not zero** Click Next after entering the registration code.	



4. You will then be asked to identify yourself by answering the following questions:

- a. **Legal First Name**
- b. **Legal Last Name**
- c. Leave Tax year as **2018**
- d. Employee ID (Enter your **Workday Employee ID**)
- e. Company Code (Enter **R65**)
- f. Your **Zip Code** (this is the zip code on file in our system as of January 9th, 2019)
- g. Your **Social Security Number**
- h. Check the box *"I'm not a robot"*

Note: "View Sample Documents" is only meant to be an aid in showing an example. Do **NOT** use the information seen in that example to fill in your information.

- i. After entering the information, press the Next button at the bottom of the information box.

Identify yourself

First name* ?

Last name* ?

Service name and document* ?

[VIEW SAMPLE DOCUMENTS](#)


Year of W-2*

Control number - Employee ID*

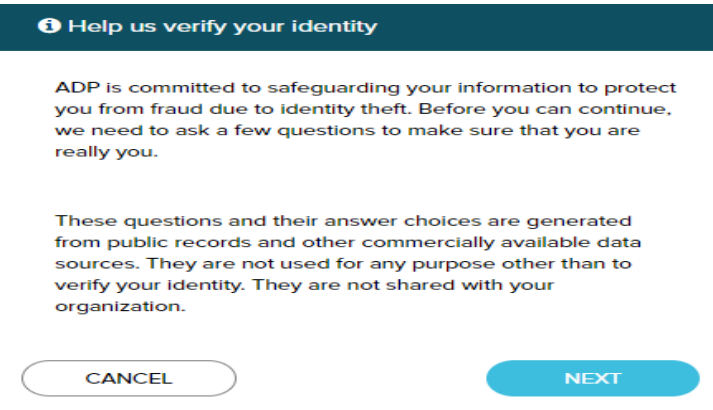
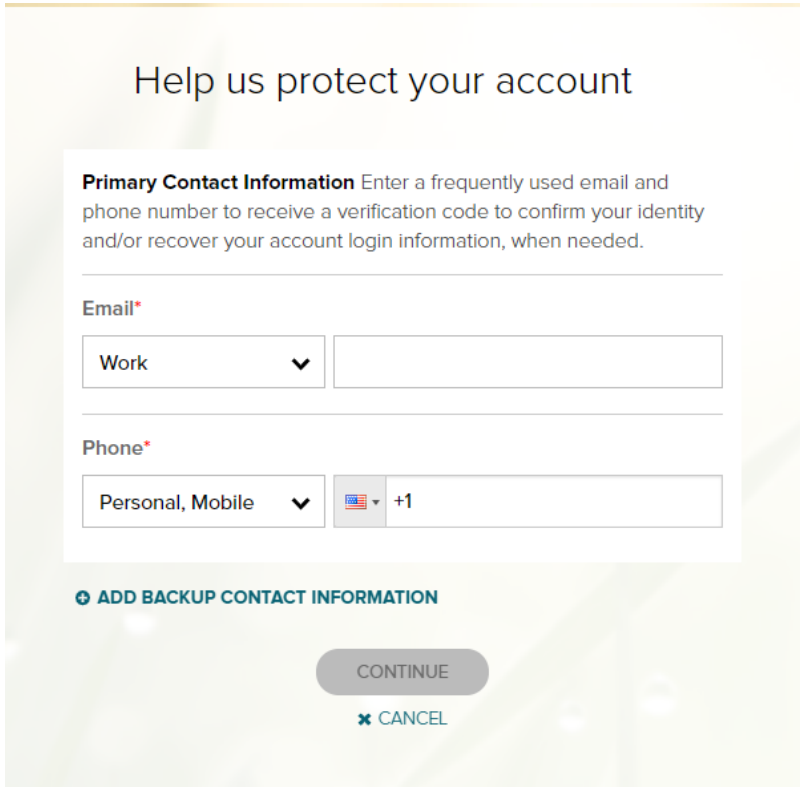
Control number - Company code*

Zip Code*

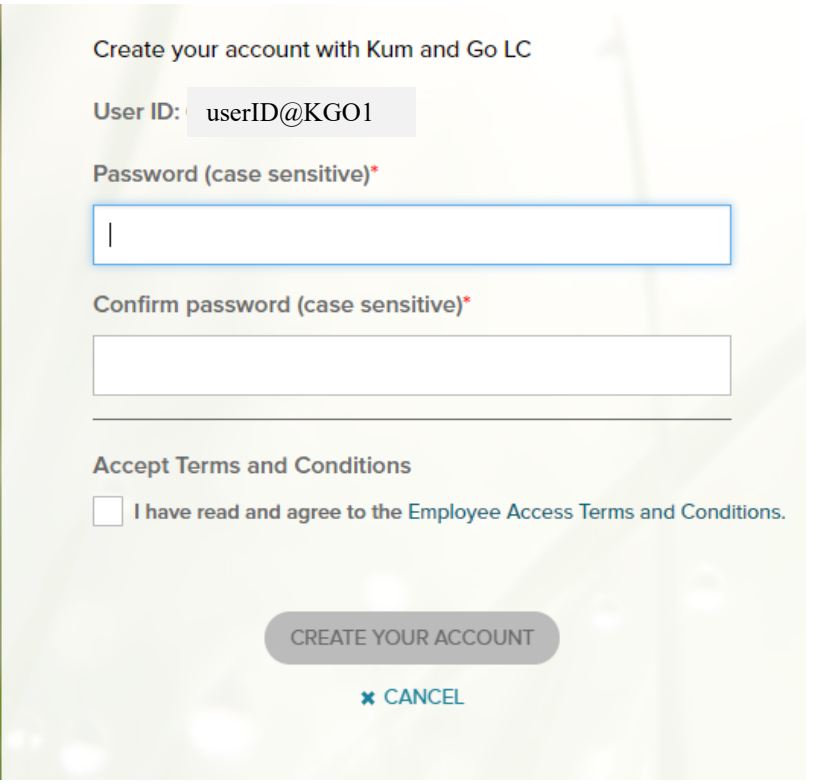
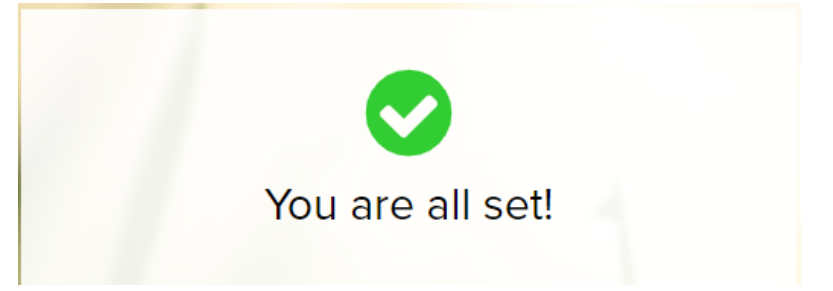
Employee's SSA number*

I'm not a robot 
reCAPTCHA Privacy - Terms



<p>5. Click Next with verifying your identity. In this area you will be prompted to confirm your identity by choosing information relative to your personal history.</p>	
<p>6. Enter your email address and mobile phone number to receive notifications. If you prefer, you can enter back up contact information as well. When completed, hit continue.</p>	



<p>7. Write down your generated username. Create a password and write that down as well. Read the terms and conditions section and click “accept” to the terms and conditions. When you have completed the above items, click “Create Your Account”.</p>	
<p>8. Congratulations! You registration is complete!</p>	
<p>9. You will want to make sure to activate your email/phone within 24 hours by responding to the message sent to you.</p>	<p>⚠ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:</p> <p>To: John Doe <John.Doe@kumandgo.com> Subject: ADP Generated Message: Activate Your Email Address</p> <p>John Doe Thank you for setting up your account with ADP.</p> <p>Click on this link to activate your email to receive notifications from ADP: https://netsecure.adp.com/pages/sms/ess/pub/activation/theme.faces?ac</p>

10. Once activating your contact information, you will be notified directly when the W-2's are posted and ready for you to retrieve.



Forgot Username or Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

Log in to ADP

USER ID *

PASSWORD *

User ID is required

Remember User ID

LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW



To find your user ID: Enter your first and last name exactly as they exist in Workday. You will also be asked to enter an email address and/or mobile phone number associated with your account.

The screenshot shows a web form titled "Forgot User ID/Password". At the top right, there is a legend: "* - Required" and a "SHOW ME" button. The form contains the following fields: "First name*" with the value "John"; "Last name*" with the value "Doe"; "And at least one of these*" section with "Email address" containing "john.doe@organizationxyz.com" and "Mobile phone number" with a dropdown set to "United States +1" and a text box containing "972-762-4133". At the bottom, there are "CANCEL" and "NEXT" buttons.

Upon successful verification of your information, your user ID will be displayed.

To reset your password: Select "I don't know my password" after you are given your user ID. You will be given the option to receive a security code at the phone number or email address you used to register your account. Enter the security code you receive within the time allotted to reset your password.

The screenshot shows a web form titled "Your security code". It instructs the user to "Select where you want to send the security code and click Send Code." There are two radio button options: "-----8331 (SMS text)" and "j*****c@mycompany.com". A "SEND CODE" button is below. Below that, it says "Enter your security code here in 13:59" with a text box containing "244786". At the bottom, there is a checkbox labeled "I don't have access to any of these emails/phones" and "CANCEL" and "NEXT" buttons.