

ADP

ADP
W-2 Services

Welcome to ADP W-2 Services

Login

- [Forgot Password?](#)
- [Forgot User ID?](#)
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Information Center

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Use of pop-up blockers may interfere with some of the features on this site. [Tell me more.](#)

First time using ADP W-2 Services?
Click on the "Register Now" link.

All others who have already registered will click on the "Login" button .

Self Service Registration Pass Code



Register for ADP Services

Step 1
Begin Registration

Step 2
Verify Identity

Step 3
Get User ID & Password

Step 4
Select Security Questions

Step 5
Enter Contact Information

Step 6
Enter Activation Code

Step 7
Review and Submit

Step 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

Registration Pass Code is
TXSTSM-W2

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Verify Your Identity



Register for ADP Services

Step 1 Begin Registration ✓

Step 2 Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

Company Name: **Texas State University-San Marcos**

First Name:

Last Name:

Service: W2 Services

SSN, EIN, or ITIN:

Confirm SSN, EIN, or ITIN:

Employee ID:

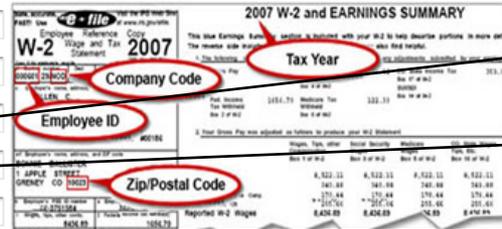
Company Code:

Home ZIP/Postal Code:

Tax Year: 2012

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Employee ID: A0XXXXXXXX

Company Code : V9Q

This is the Employee's Home Zip Code

User ID & Password Page



Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password**
- Step 4: Select Security Questions
- Step 5: Enter Contact Information
- Step 6: Enter Activation Code
- Step 7: Review and Submit

Step 3 of 7: Get User ID & Password

Welcome, Test User
You will use this information to log in to your ADP service.

Your User ID: TUser1@PSSTEST

Create Your Password

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.
It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

Password: Password strength: Very Strong

Confirm Password:

Your login **ADP User ID** is displayed above “Create Your Password” text. User ID and **Password** are required to logon to the W-2 Service website after registration is complete.

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Security Information Page



Register for ADP Services

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Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers*

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Select your security questions, enter your answers, and then click **NEXT**.

Important : The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember (in upper or lower case).

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Contact Information Page



Register for ADP Services

Step 1 Begin Registration ✓

Step 2 Verify Identity ✓

Step 3 Get User ID & Password ✓

Step 4 Select Security Questions ✓

Step 5 Enter Contact Information

Step 6 Enter Activation Code

Step 7 Review and Submit

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email message with your temporary password and/ or user ID.

Email Addresses* Use for Notifications
Select at least one email address to use for notifications.

Work Email:

Personal Email:

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Office: Ext:

Work Mobile: I authorize ADP to send my login information to this phone at my request.

Personal Mobile: I authorize ADP to send my login information to this phone at my request.

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You **can** enter both Email Addresses just **select** (click) at least **one** email address to receive notifications from ADP.

Optional: You can enter an office number as well and for the mobile (**cell phone**) option you can **authorize** ADP to send notifications to that mobile number via text message.

The **text message** notification **option** to your mobile phone is only available for **login information only** at this time (**if you forget your user id and/or password**). It is **not** available for notifications for **new W-2** at this time.

Activation Code



Register for ADP Services

Step 1 of 7: Begin Registration ✓

Step 2 of 7: Verify Identity ✓

Step 3 of 7: Get User ID & Password ✓

Step 4 of 7: Select Security Questions ✓

Step 5 of 7: Enter Contact Information ✓

Step 6 of 7: Enter Activation Code

Step 7 of 7: Review and Submit

Step 6 of 7: Enter Activation Code

An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you.

Note: If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate at your earliest convenience.

Didn't receive a code? [View Help](#)

test@email.com
Activation Code:

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An **Activation Code** will be sent to your **In-Box** to the **email address** that was provided on Step 5 (and also any mobile phone #'s that were authorized for notification purposes). Check your Email and **enter the Activation Code**.

Review and Submit

Register for ADP Services

Step 1: Begin Registration ✓
Step 2: Verify Identity ✓
Step 3: Get User ID & Password ✓
Step 4: Select Security Questions ✓
Step 5: Enter Contact Information ✓
Step 6: Enter Activation Code ✓
Step 7: Review and Submit

Step 7 of 7: Review and Submit

Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID:

Security Questions and Answers

Question 1: What was the name of your first pet?
Answer 1:

Question 2: What was your childhood nickname that most people do not know?
Answer 2:

Question 3: In what city was your mother born? (Enter full name of city only)
Answer 3:

Contact Information

Work Email: Use for Notifications

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User ID consists of a general format that is automatically generated:

- First letter of first name
- Last Name
- @ TXSTSM
- Not all User ID's will include a number after the last name.**

Review your answers and contact information. If any corrections need to be made then click on Previous. All information correct click on Submit.

Confirmation Page



Register for ADP Services

✓ Your registration is complete!

Log In

You will receive a **Confirmation Email** once the registration process is complete. From here, the user can click the **“Log In”** button to access the **W-2 Services home page** and to **elect paperless delivery**.

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