



A Transportation Co.

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Dear Associate:

Our 2016 W-2's have been prepared by ADP and are due to be mailed later this week. In addition to them being mailed, they will also be available to be retrieved online through ADP W-2 Services. In order to access them online you will need to register with ADP W-2 Services and the instructions to do so follows:

How to Register on ADP W-2 Services

1. Go to <https://my.adp.com>.
2. Click "Register Now".
3. Enter the **Registration Pass Code** which is: **WXP1-W2**
4. Enter your Name and select **W-2 Services** as the Service.
5. The following information is required for validation purposes:
 - Full Social Security Number
 - Employee ID # -**Enter your Western Express payroll code – (ALL CAPS)**
 - Company Code – this is: **T9U**
 - Employee Zip Code
 - Tax Year - **2016**

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. **Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, <https://my.adp.com>.**

We hope you enjoy this new feature. We appreciate the opportunity to provide you with this new way of viewing your year-end information.

Sincerely,

A handwritten signature in blue ink that reads "Joseph R. Sharp".

Joseph R Sharp, CPA
Director of Tax