



## 2022 W2 Access Information

2021 W-2s have been mailed to your address on file. They are also available online through ADP. Please email [workday@westernexp.com](mailto:workday@westernexp.com) for your control number. Your control number is different than your Workday ID or driver code. If you had an ADP account in 2019 you may log in with that username.

### Instructions to register

1. Go to [www.myadp.com](http://www.myadp.com)
2. Click “create account”
3. Click “I have a registration code”. Registration code = **WXP1-W2**
4. Enter your legal first and last name
5. Year of W2 = **2022**
6. Control number – employee ID = *\*\*email [workday@westernexp.com](mailto:workday@westernexp.com) for your control number\*\**
7. Company code = **NMT**
8. Enter your zip code = *\*\* email [workday@westernexp.com](mailto:workday@westernexp.com) for your correct zip code \*\**
9. Enter your Social Security Number (no dashes or spaces)
10. Verify your identity through a text or email code, or answering identity questions. You might have an email or phone number already linked. If you do NOT have access to the email or number on file, DO NOT attempt to use these options. You will lock your account. Use the identity questions option.
11. You will be prompted to add/update your contact info. Then you will receive your username. Then, create a password and login. Your W-2 will be located under the “money” icon on the left side under the ADP logo.
12. Download your W2

*\*\*if you get an error message saying “something is wrong, please try later”, close your browser, clear search history and try again. Please contact [workday@westernexp.com](mailto:workday@westernexp.com) if you need any assistance.*

