ADP Login Instructions for W-2

<mark>**To get your employee ID and zip code, please email workday@westernexp.com ****</mark>
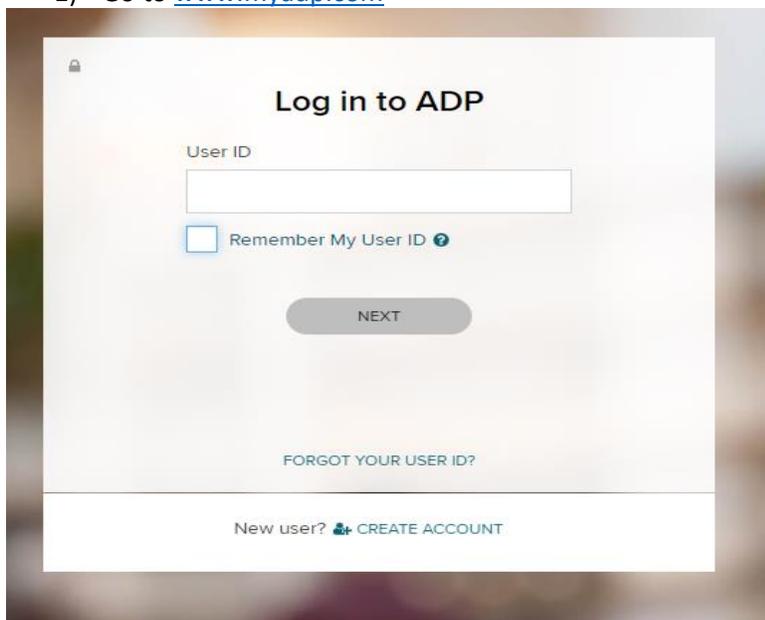
Here are instructions to get into ADP.

1. Go to www.myadp.com
2. Click "create account" on the bottom
3. Click "I have a registration code". The registration code is **WXP1-W2**
4. Enter your first and last name
5. Year of W-2 is 2020
6. Control number – employee ID = **email workday @westernexp.com for your number**
7. Control number – company code = **NMT**
8. Enter your zip code =   ** this is the zip code at your last address listed in Workday **
9. Enter your Social Security Number (no dashes or spaces)
10. You will be asked to verify your identity through a text or email code, or answering some security questions. Select your preferred option, and follow the steps. 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 go further. You will lock your account. Email workday@westernexp.com for assistance.**
11. You will be prompted to add your contact info/email. You will receive an email from ADP with your username. You will then be able to create a password and login. Your W-2 will be located under the "money" icon on the left side under the ADP logo.

If you have any issues, email workday@westernexp.com.
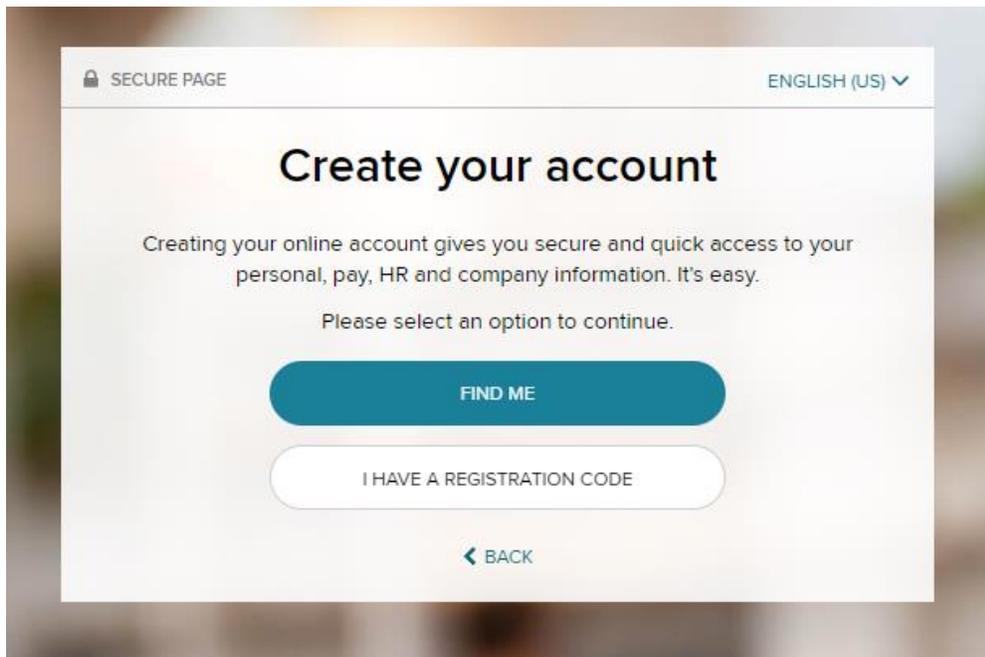
note this website is extremely busy this time of year. You might get an error message saying "something is wrong, please try later". If this happens, close your browser, clear your history and try again. It might take a couple tries but it will work.

1) Go to www.myadp.com

2)Click "create account" on the bottom.
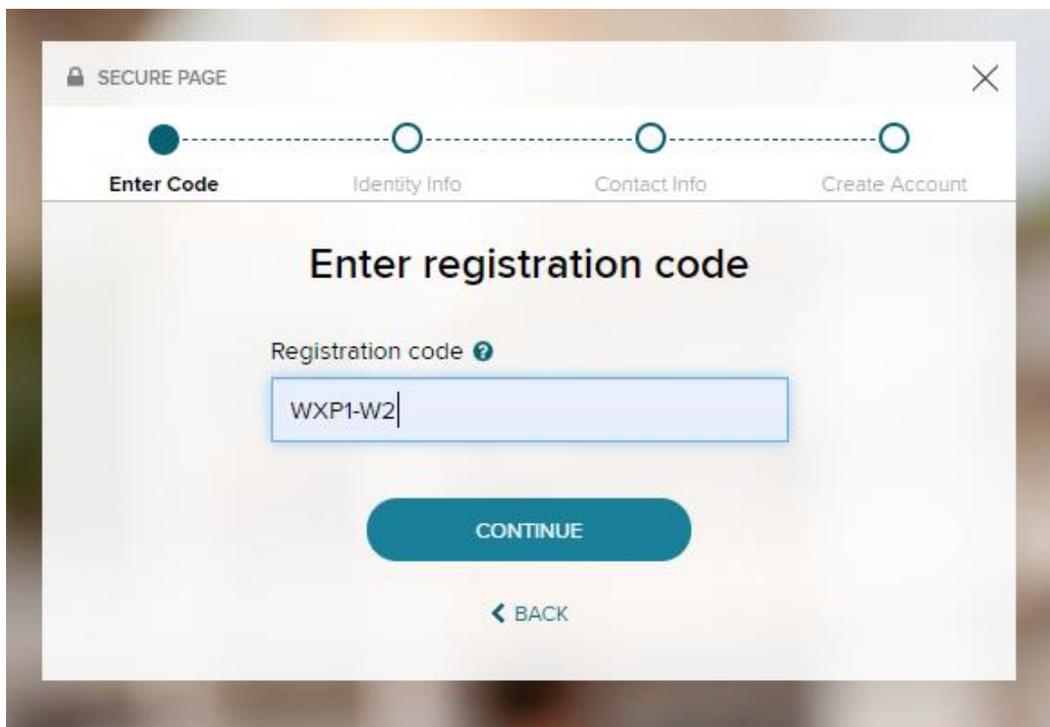

3)Click "I have a registration code", then enter the code. The registration code for Western Express is
WXP1-W2

4) (steps 4-9) enter your information as listed above

Identify yourself

First name* ❓

[   ]

Last name* ❓

[   ]

Service name and document* ❓

[W2 Services   ⌄]

VIEW SAMPLE DOCUMENTS

Year of W-2 *

[2020   ⌄]

Control number - Employee ID*

[   ]

Control number - Company code*

[NMT   ]

Zip Code*

[   ]

Employee's SSA number*

[   ]

(CONTINUE)

10) After clicking "continue", you will be at this page. You will be asked to verify your identity through a text or email code, or answering some security questions. Select your preferred option, and follow the steps. If you enter a mobile number you will receive a text with a code, and then will be able to login. 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 go further. You will lock your account. Email workday@westernexp.com for assistance.**

 If you have not used ADP before, you will be asked to enter some contact info, and your username will be sent via email/text from ADP. After completing these steps you will be able to log in.
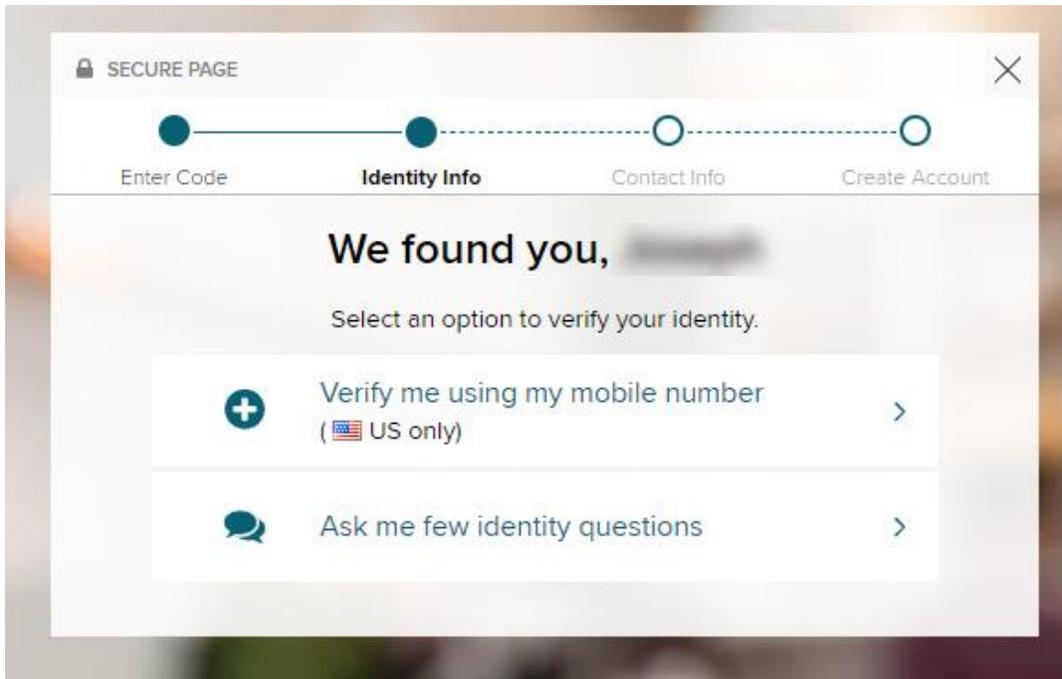
Your w-2 is accessible under the "pay" icon. Click download to get a PDF copy.