ADP Employee Registration Quick Reference Card

TrueBlue One-Time Registration to Get your W-2

TrueBlue's family of companies include: PeopleReady, SIMOS, SMX, Staff Management, Centerline, PeopleScout, and TrueBlue.
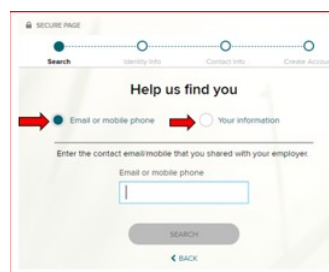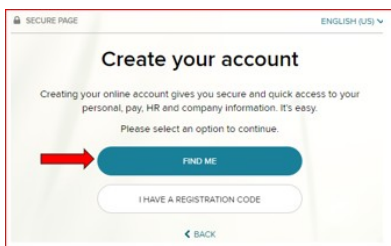
Welcome! Register with ADP between November 22 and December 31, unless you worked for us last year, then you can register today.

The first step is to set up your account. Let's get started!

1. Sign on to the ADP service website, https://myadp.com

2. Select Register Now on the screen
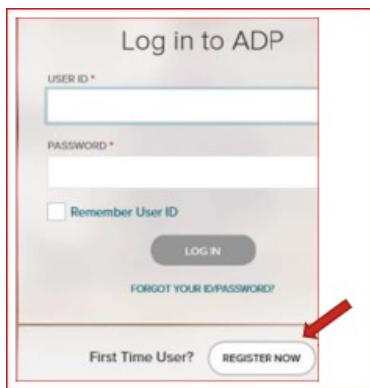
**3.** Select Find Me and answer the questions as prompted.

4. Follow the prompts and answer the identity questions to set up your USER ID and Password.

5. If you cannot log on using the steps above, go back to Step 2 and select the I Have a Registration Code option.

6. Enter the Organizational Registration code: **TrueB-W2** *(tip: be sure to add dash in between)*

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7. Follow the prompts to confirm your identity, such as: First name, Last name, Date of birth, and SSN.

   a. If prompted, add your primary contact information, a frequently used email address, and mobile number to receive account notifications. This information is also used to verify and confirm your identity, when needed.

8. Make note of the assigned User ID on the screen, then set a strong password to complete the registration process for your ADP service account.

9. **Then, GO GREEN** by logging into your account and selecting Go Paperless, to receive your W-2 early.
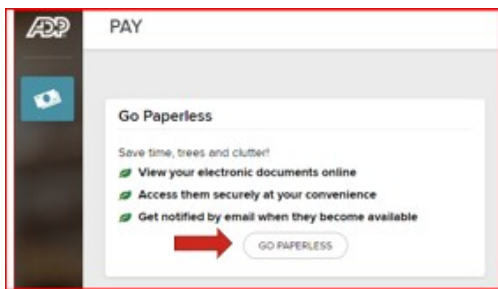
Congratulations, you are now set up! When W-2's are available, use your User ID and Password to log in to your account at: https://my.adp.com/.

To stay connected with your information, download the ADP Mobile App and get early access your W-2 on the go!

Important Dates:

One-time Registration – between 11/22 and 12/31

W-2's Available Online and on the Mobile App - 1/24

W-2's Mailed, if you did not register before 12/31: Mailed on 1/31

If you still need help accessing your W-2, please call our W-2 Call Center at (800) 722-5840, between 9a.m. and 5p.m. (PST), Monday through Friday.

If you forget your login information, use the Forgot User ID/Forgot Password link on your ADP service web site to complete a quick verification and recover your information. https://my.adp.com