

How to Retrieve Your W2 Online

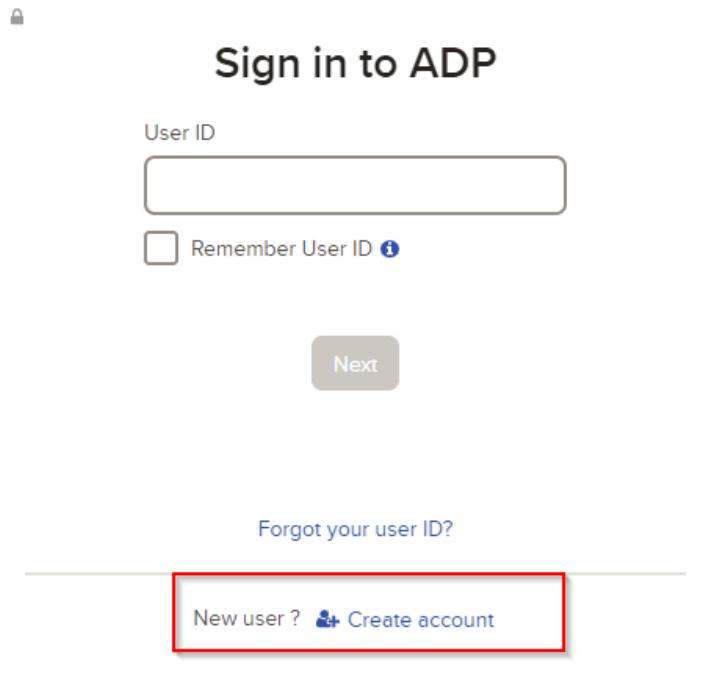
Site: <https://my.adp.com/>

Registration Code: OSTLLC-1960

If you have an account, please skip to page 6

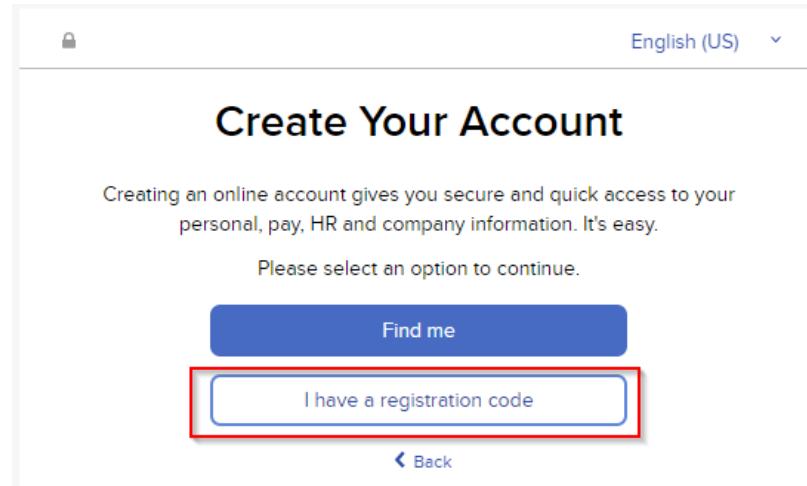
Registering for My.ADP

Follow the link and click Create Account



The image shows a screenshot of the 'Sign in to ADP' registration page. At the top, there is a lock icon and the text 'Sign in to ADP'. Below that is a 'User ID' input field. To the right of the input field is a checkbox labeled 'Remember User ID' with a help icon. At the bottom of the form is a 'Next' button. Below the form, there is a link 'Forgot your user ID?'. At the very bottom, there is a red-bordered box containing the text 'New user?  Create account'.

Click I have a Registration Code



English (US) ▾

Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

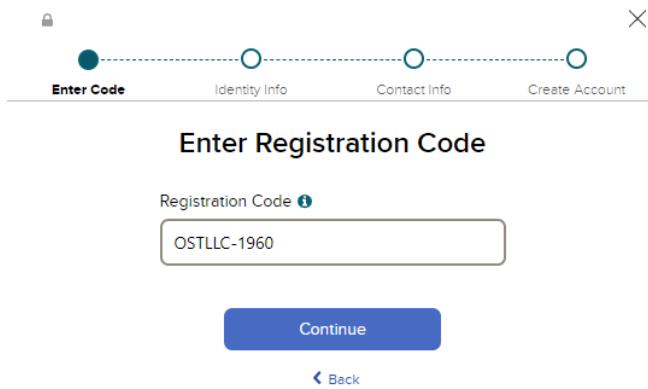
Please select an option to continue.

[Find me](#)

[I have a registration code](#)

[Back](#)

Enter the Registration Code: OSTLLC-1960 and click Next.



Enter Code Identity Info Contact Info Create Account

Enter Registration Code

Registration Code [?](#)

OSTLLC-1960

[Continue](#)

[Back](#)

You will need your employee ID. This was emailed to you, or it can be retrieved from your paystub in Erecruit under EE#.



Pay Check XXXXXXXXXX for Jan Doe

Outsource LLC
711-A Campus Square West
El Segundo, CA 90245

Employee: XXXXXXXXXX	Federal Filing	Single
SSN: XXXXXXXXXX	Status:	
Check #: XXXXXXXXXX	State Filing	Single/Married w/2
Check Date: XXXXXXXXXX	Status:	Incomes
Net Check Amount: XXXXXXXXXX		
EE#: 159131		

Client	Work Week	Earnings Code	Hours	*Rate
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Enter your employee ID under Control number- Employee ID
the Control number- Company Code is: **R2M**

Enter Code **Identity Info** Contact Info Create Account

Identify yourself

First name*

Last name*

Service name and document* W2 Services

[VIEW SAMPLE DOCUMENTS](#)

Year of W-2* 2022

Control number - Employee ID*

Control number - Company code*

Zip Code*

Employee's SSA number*

[Continue](#)

ADP will ask you a few questions to verify your Identity

SECURE PAGE X

Enter Code **Identity Info** Contact Info Create Account

Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CONTINUE BACK

After answering the security questions,
Enter your contact information.

SECURE PAGE X

Enter Code **Identity Info** **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Phone*

ADD BACKUP CONTACT INFORMATION

CONTINUE

Your User ID will be automatically assigned to you and will be needed to log in.
Enter and confirm your password.
Click "Create Your Account."

SECURE PAGE

Enter Code

Identity Info

Contact Info

Create Account

One more step, !

Let's set up the login information for your account with **Outsource LLC**

User ID:  @OSTLLC

Password (case sensitive) *

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Confirm password (case sensitive) *

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

 CREATE YOUR ACCOUNT

Once your Profile has been created, you can follow the link back to My ADP under "W2 Services" or you can follow the following link: <https://my.adp.com/>

The image shows a screenshot of a web page with a green header bar containing a lock icon and the text 'SECURE PAGE'. Below the header is a large green circular icon with a white checkmark. The main content area features the text 'Your registration is complete!' in large, bold, black font. Below this, the text 'User ID: [REDACTED]@OSTLLC [link icon]' is displayed. Further down, the text 'Sign-in to complete additional tasks' is followed by a red rectangular box containing the text 'W2 Services [link icon]'. At the bottom, there is a message: 'Activate your email address within 24 hours by responding to the message sent to you:' followed by an envelope icon and a redacted email address.

Stay connected with the ADP Mobile App to access your information on the go!



Retrieving Your W2

Go to <https://my.adp.com/> and enter your User ID, then click Next



Sign in to ADP

User ID

Remember User ID ?

Next

[Forgot your user ID?](#)

New user? [Create account](#)

Enter your Password and click Sign In



Sign in to Outsource

User ID

Remember User ID ?

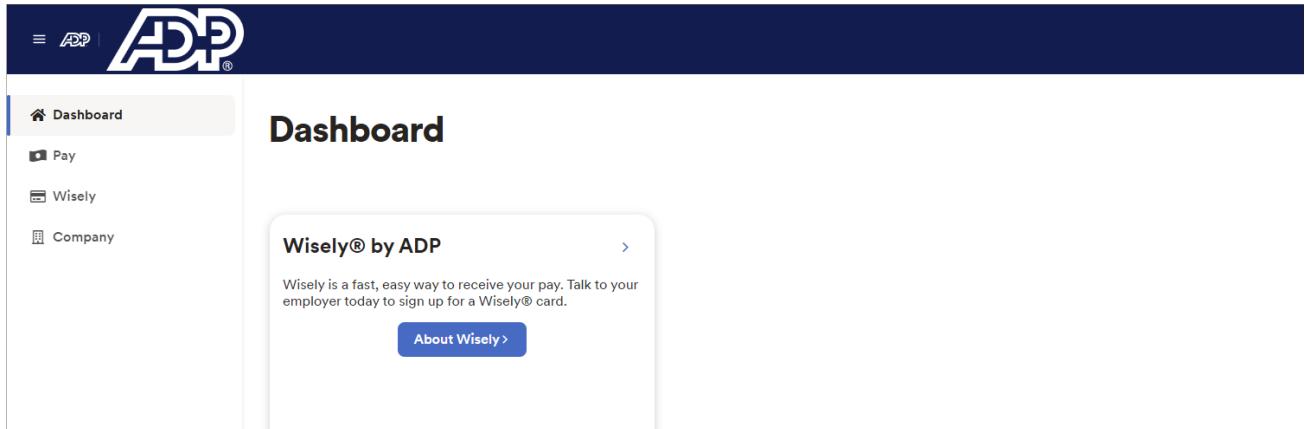
Password

Sign in

[Forgot your password?](#)

New user? [Create account](#)

Once you log in, you should see the dashboard screen. Please disregard any information pay information displayed here as we no longer use this service from ADP.

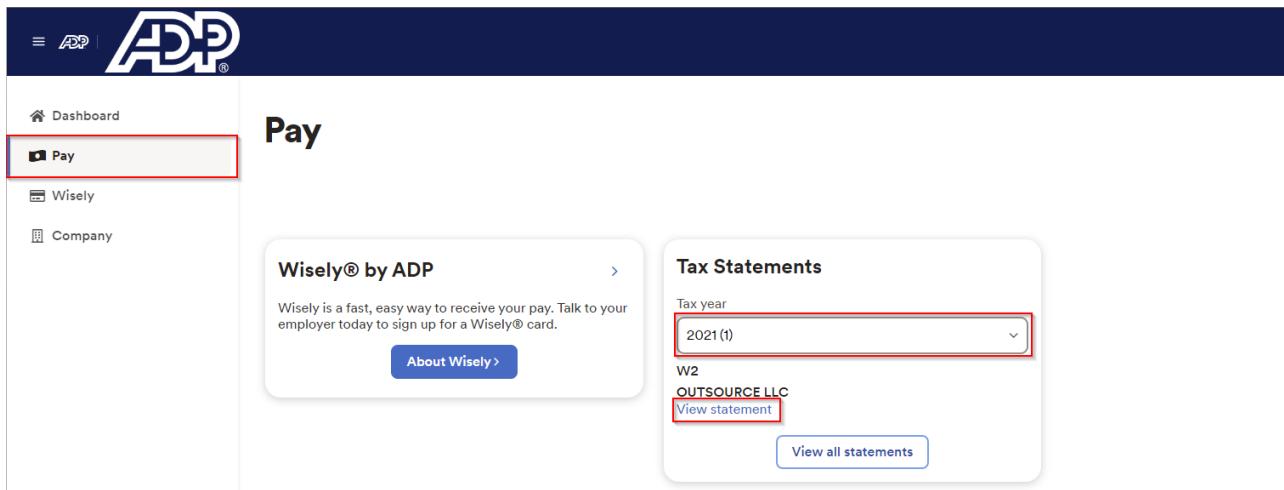


The screenshot shows the ADP dashboard. The left sidebar has links for Dashboard, Pay, Wisely, and Company. The main content area is titled "Dashboard" and features a box for "Wisely® by ADP" with a link to "About Wisely".

On the left-hand side menu:
Select Pay

Then reference the Tax Statement section.
Select Tax Year
Click View Statement

Note: ADP may send you a confirmation code to one of your contact methods prior to generating the download



The screenshot shows the ADP Pay screen. The left sidebar has a link for Pay, which is highlighted with a red box. The main content area is titled "Pay" and features a box for "Wisely® by ADP" and a "Tax Statements" section. The "Tax year" dropdown is set to "2021 (1)" and is also highlighted with a red box. The "View statement" link under "W2 OUTSOURCE LLC" is also highlighted with a red box.

Select Print or Download

[← Back](#) Statement for 2021

Tax Year: Form Type:
2021 W2

[Print](#)

[Download](#)

