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
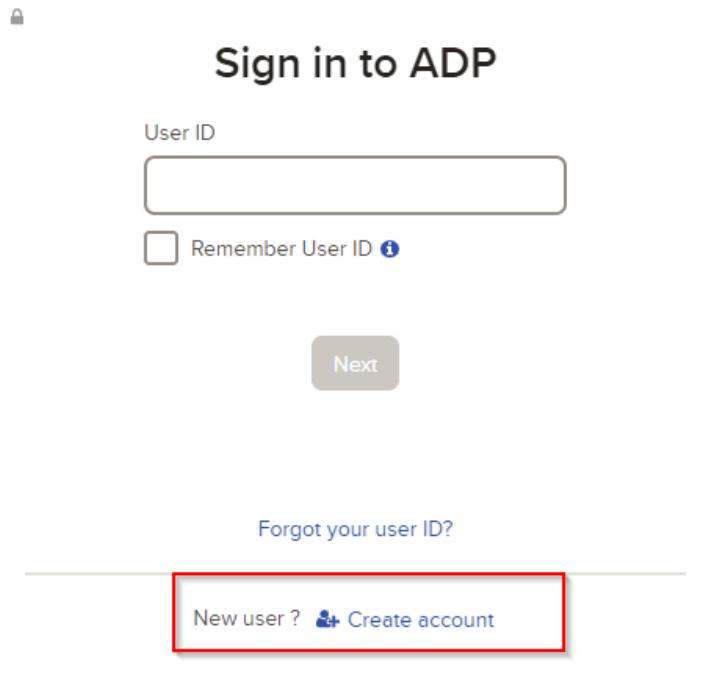
Sign in to ADP

User ID

Remember User ID

Next

Forgot your user ID?

New user ? Create account

Click I have a Registration Code
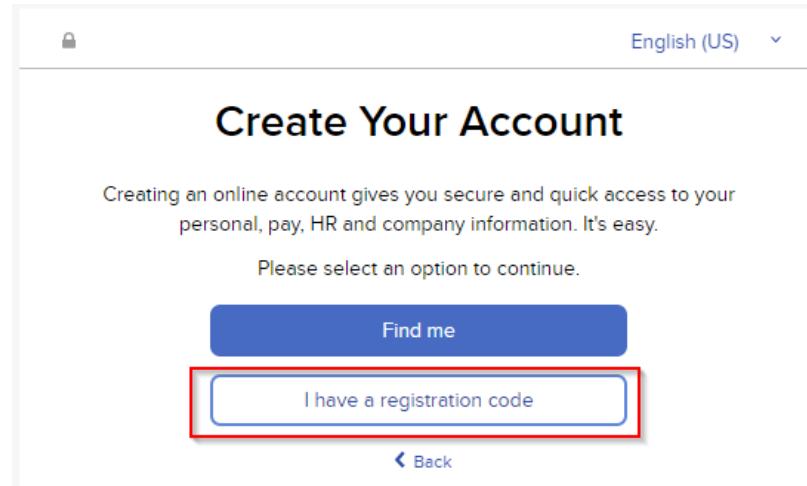
Create Your Account

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.
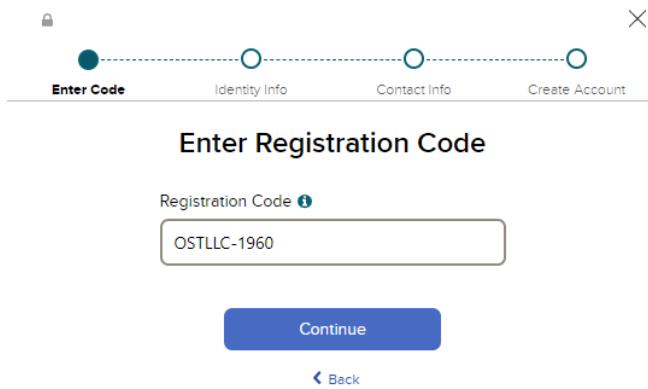
Enter Code — Identity Info — Contact Info — Create Account

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 ▓▓▓▓ for ▓▓▓

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

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

Client   Work Week   Earnings Code   Hours   *Rate

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

After answering the security questions,
Enter your contact information.

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."

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/

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

▓▓▓▓▓@ostllc

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.
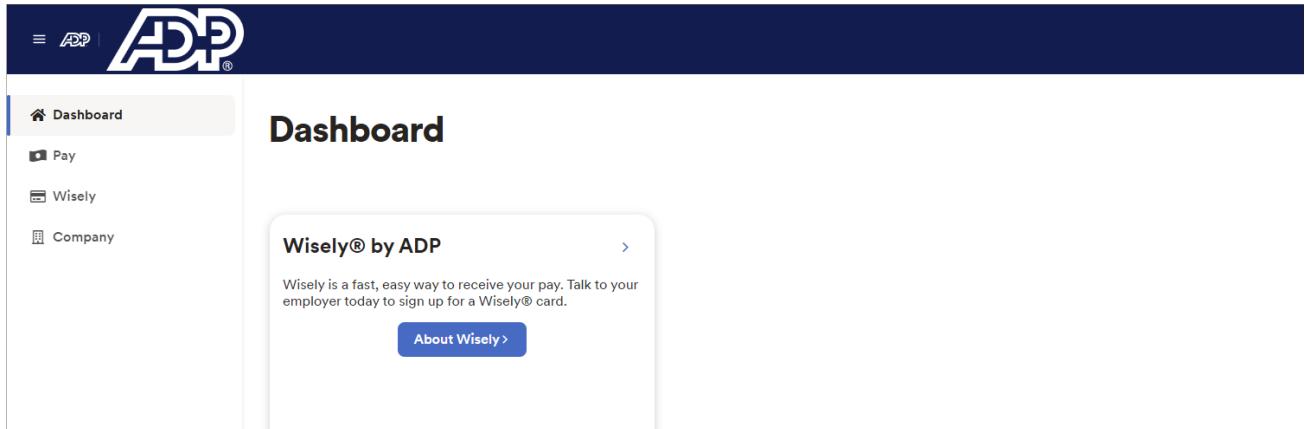
On the left-hand side menu:
Select Pay

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***
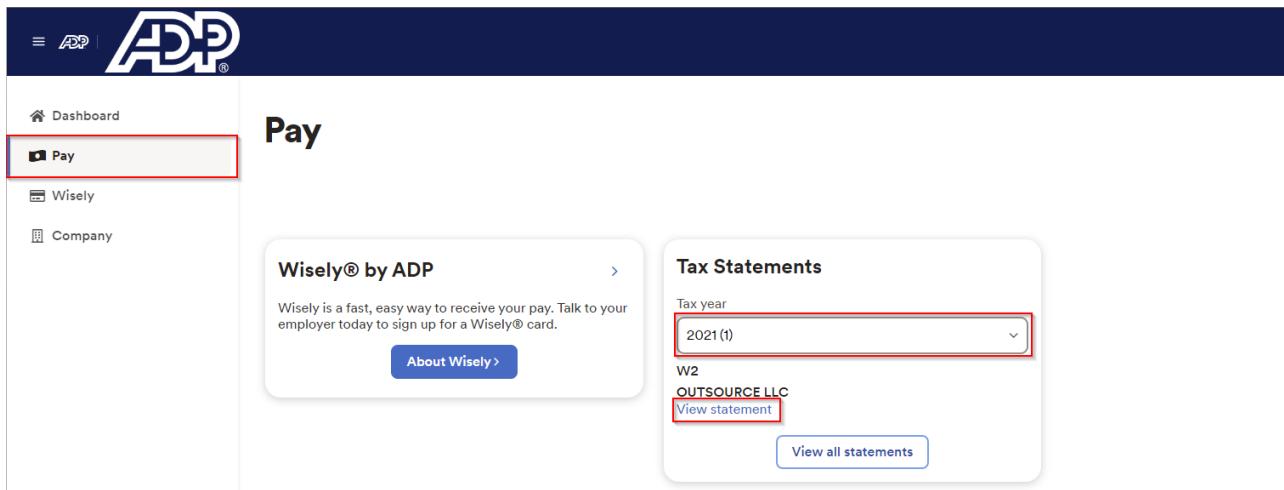
Select Print or Download