ADP Paperless W2 Request Process

To sign-up to receive your annual W2 online only please follow these steps:

- Go to **Myself** tab
- Click on **Pay**
- Click on **Annual Statements**
  You will then see the following screen. Click on the blue “Go Paperless” link.

Then the following page will come up:

Click on the box above to sign-up to access your W-2 annual statement online only. Then hit the **Next** button at the bottom.

Then the following screen will appear with a confirmation number for you to enter then click **Next**: 
You will then see the Confirmation page and click **Done**:
You will then receive an e-mail confirmation from ADP verifying that you have consented for electronic delivery of your W-2.

Thank you for signing up to Go Paperless for your annual W2!!!!