

### Step 1: Complete ADP Account Registration

- a) go to <https://workforcenow.adp.com> and click "Sign Up"
- b) click "I have a registration code"
- c) type **COLGROUP-ADP** and click "Next"
- d) click "Enter information"
- e) input First and Last Name (as provided on initial W4 and I-9 paperwork), last 4 digits of SSN, and birth month and day
- f) confirm email, confirm cell phone number, opt in or out of text alerts  
*Note: ADP will send activation instructions to this email and/or number*
- g) create account username and password
- h) complete account activation by following instructions sent via email ("click this link") and/or text message ("reply to this message with the following code")

### Step 2: Download 2019 W2 & Pay Statements

- a) go to <https://workforcenow.adp.com> and login with account username & password
- b) click "Myself" on the main menu bar
  - *to download your 2019 W2:* click "Pay" >> "Annual Statements" from the drop-down menu, then click "2019" under the W2 column on the following page
  - *to download old paystubs:* click "Pay" >> "Pay Statements", then click the individual paystub you wish to view