

View and Print W-2

Overview

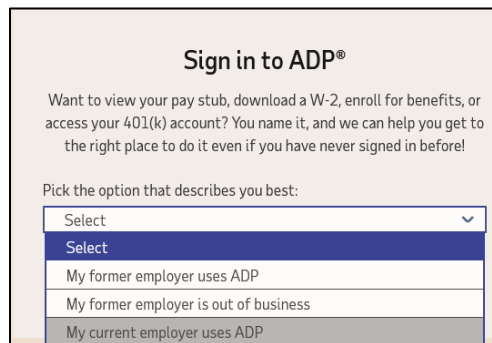
Former Florida Tech employees can access their 2021 W-2 by creating an ADP account.

Process

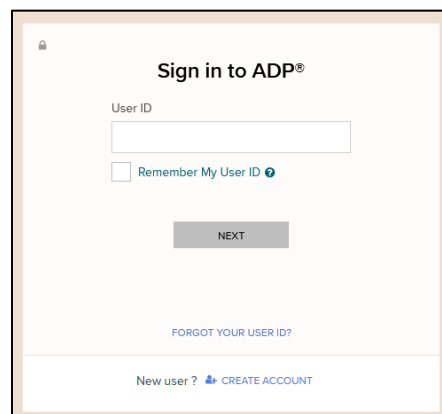
1. Go to <https://www.adp.com/>
2. Select the Sign In button in upper right



3. Select My current employer uses ADP



4. Select CREATE ACCOUNT from bottom



5. Select FIND ME button

6. Select Your information radial button
7. Enter identifying information
8. Click SEARCH button

9. Confirm your name
10. Select Florida Institute of Technology company
 - a. If you have had employers in the past use ADP, these may also appear

11. Verify Identity using mobile number
 - a. Terminated employees cannot use their email as the email address associated with the account is typically the @fit.edu email address

SECURE PAGE

Search Identity Info Contact Info Create Account

We found you

Select an option to verify your identity.

- Send me an email
@fit.edu
- Verify me using my mobile number
(US only)

12. Enter Verification Code

Search Identity Info Contact Info Create Account

Number confirmed

We sent a code by text message to
This code is valid for 15 minutes.

Verification Code

CONTINUE

13. Update Contact information if desired

Search 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*

Personal

14. New User Id is displayed

15. Create/Confirm a new Password

SECURE PAGE

Search Identity Info Contact Info Create Account

One more step,

Let's set up the login information for your account with **Florida Institute of Technology**

Your UserId:

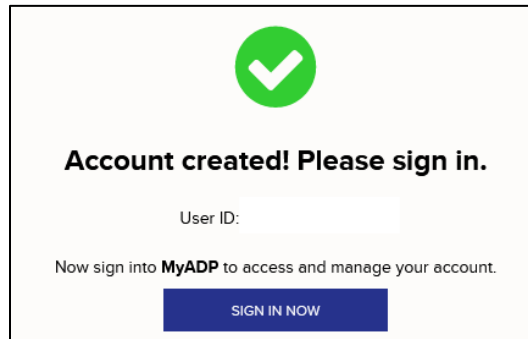
Create Password *

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

Confirm Password *

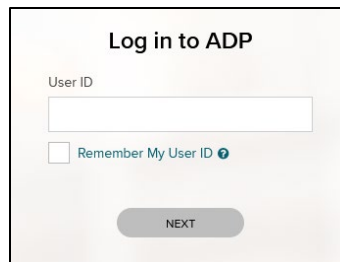
✓ CREATE YOUR ACCOUNT

16. Account creation message displays, SIGN IN NOW to get W-2



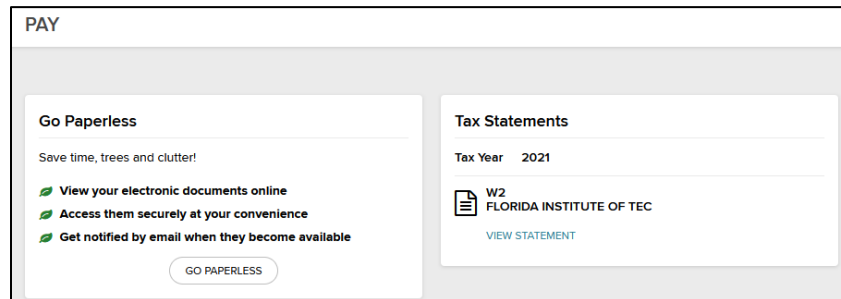
A confirmation screen with a green checkmark icon at the top. Below the icon, the text reads "Account created! Please sign in." followed by a "User ID:" label and an input field. Below the input field, it says "Now sign into **MyADP** to access and manage your account." and a blue button labeled "SIGN IN NOW".

17. Enter User ID and Password



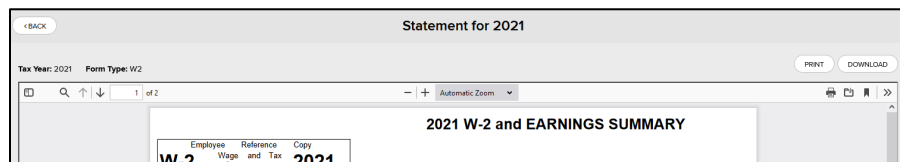
A login screen titled "Log in to ADP". It features a "User ID" label and an input field. Below the input field is a checkbox labeled "Remember My User ID" with a help icon. At the bottom is a grey button labeled "NEXT".

18. Click VIEW STATEMENT to view document



A screenshot of the "PAY" section. On the left, under "Go Paperless", it says "Save time, trees and clutter!" and lists three benefits: "View your electronic documents online", "Access them securely at your convenience", and "Get notified by email when they become available". There is a "GO PAPERLESS" button. On the right, under "Tax Statements", it shows "Tax Year 2021" and a document icon labeled "W2 FLORIDA INSTITUTE OF TEC". Below this is a blue link labeled "VIEW STATEMENT".

19. Print or Download from button in upper right



A screenshot of a "Statement for 2021" document. At the top, it says "Statement for 2021" and "Form Type: W2". In the upper right corner, there are "PRINT" and "DOWNLOAD" buttons. The document title is "2021 W-2 and EARNINGS SUMMARY". At the bottom, there is a table header with columns: "Employee", "Reference", "Copy", "Wage and Tax", and "2021". The first row shows "W-2" under the "Employee" column.