

How to Retrieve Your W2 Online

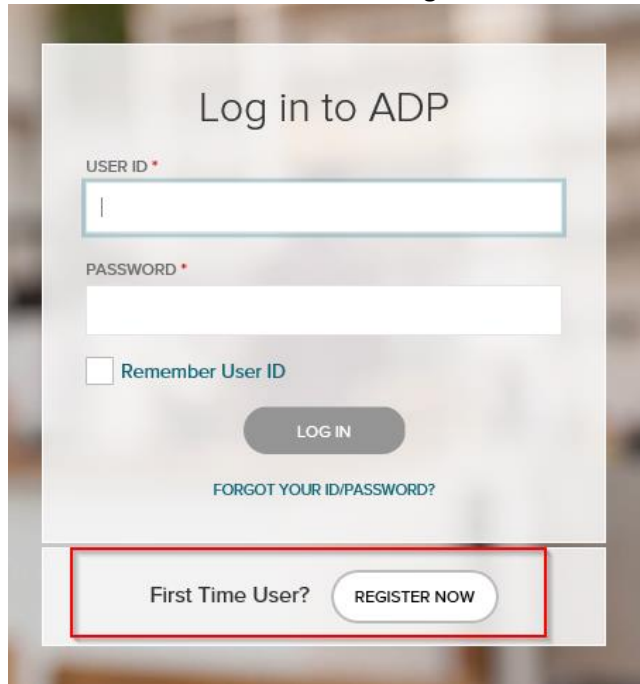
Site: <https://my.adp.com/>

Registration Code: OSTLLC-1960

If you have an account, please skip to page 4

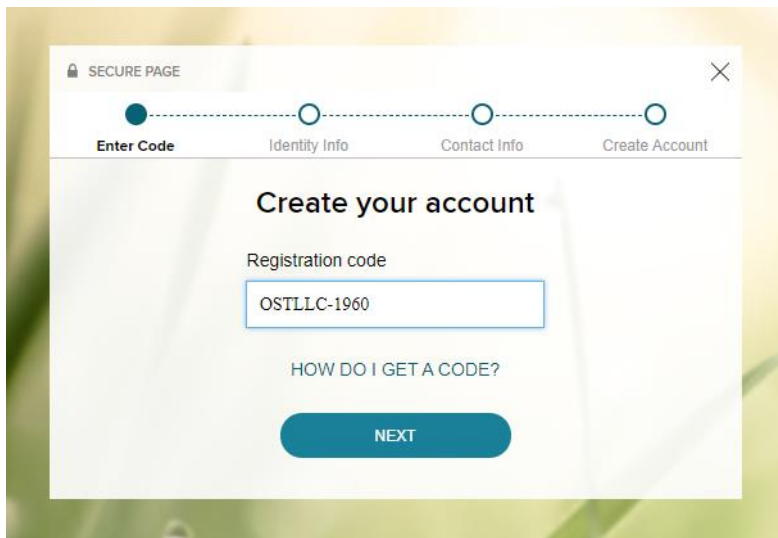
Registering for My.ADP

Follow the link and click "Register Now."



Enter the Registration Code: OSTLLC-1960

Click Next.



Enter your personal information.

A screenshot of a web form titled "Let's get started" for "Outsource LLC". The form is part of a four-step process: "Enter Code", "Identity Info", "Contact Info", and "Create Account". The "Identity Info" step is active. The form includes fields for "First name", "Last name", "Employee ID", and "Birth month and day" (with dropdowns for "Month" and "Day"). A "CONTINUE" button is at the bottom.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Let's get started

First, we'll need some basic info so that we can create your account with **Outsource LLC**

First name *

Last name *

Employee ID *

Birth month and day *

Month Day

CONTINUE

Enter your contact information.

A screenshot of a web form titled "Help us protect your account". The form is part of a four-step process: "Enter Code", "Identity Info", "Contact Info", and "Create Account". The "Contact Info" step is active. The form includes fields for "Email" (with a dropdown for "Personal") and "Phone" (with a dropdown for "Personal, Mobile" and a country code dropdown for "+1"). A link "ADD BACKUP CONTACT INFORMATION" and a "CONTINUE" button are at the bottom.

SECURE PAGE

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*

Personal

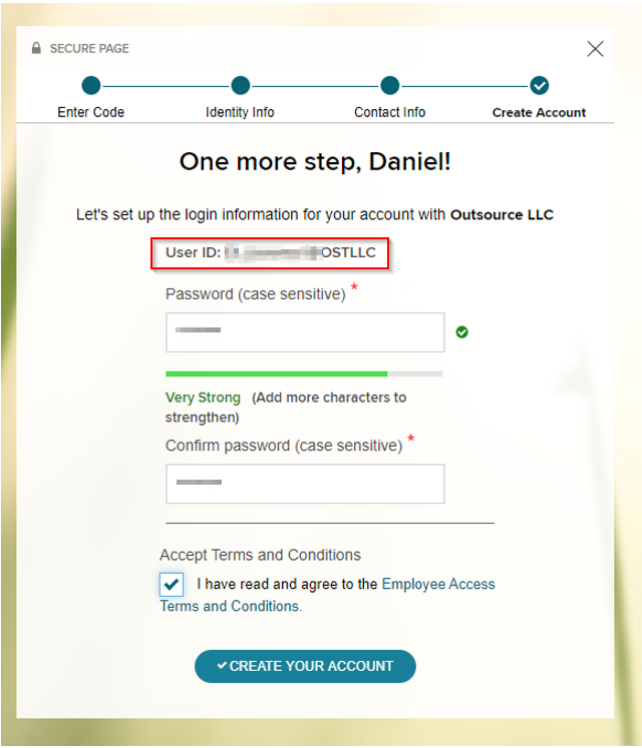
Phone*

Personal, Mobile +1

[+ ADD BACKUP CONTACT INFORMATION](#)

CONTINUE

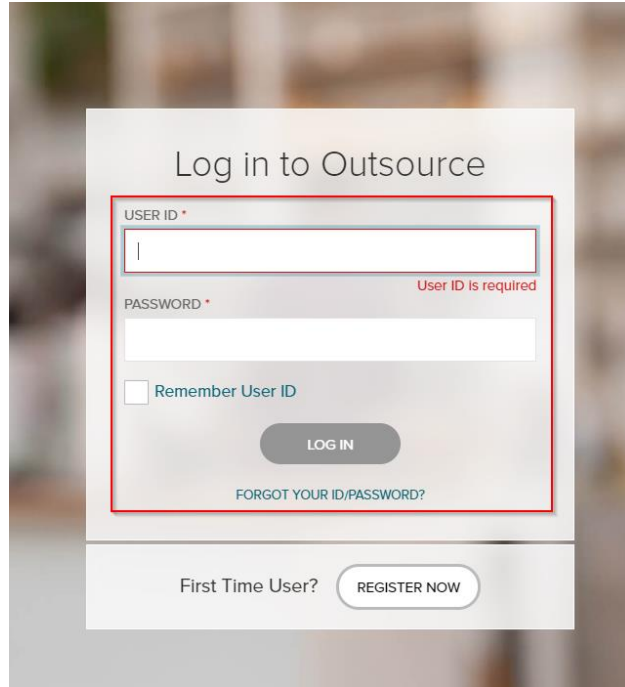
Your User ID will be automatically assigned to you.
Enter and confirm your password.
Click "Create Your Account."



The screenshot shows a 'SECURE PAGE' with a progress bar at the top. The progress bar has four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Create Account' step is currently active, indicated by a checkmark. Below the progress bar, the heading reads 'One more step, Daniel!'. The main instruction is 'Let's set up the login information for your account with **Outsource LLC**'. There are three input fields: 'User ID' (containing 'OSTLLC' and highlighted with a red box), 'Password (case sensitive)' (with a green checkmark and a strength indicator), and 'Confirm password (case sensitive)'. Below the password fields is a checkbox for 'Accept Terms and Conditions' which is checked. At the bottom is a blue button labeled 'CREATE YOUR ACCOUNT'.

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

Retrieving Your W2

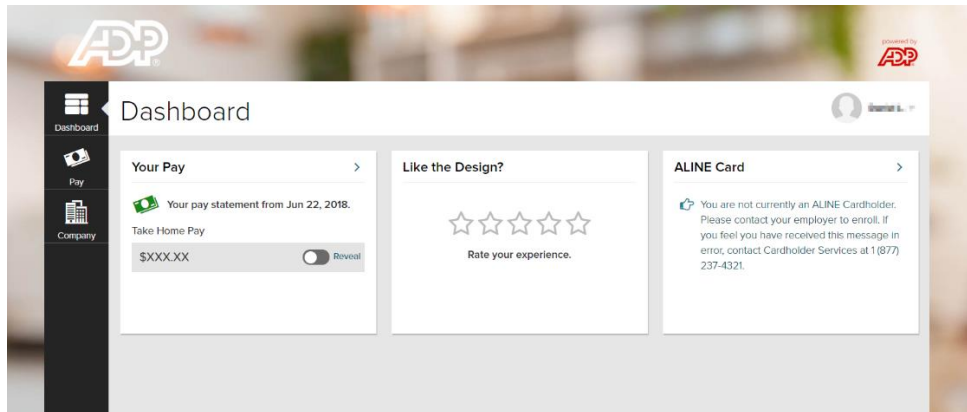


The image shows a login form titled "Log in to Outsource". The form is enclosed in a red border. It contains the following elements:

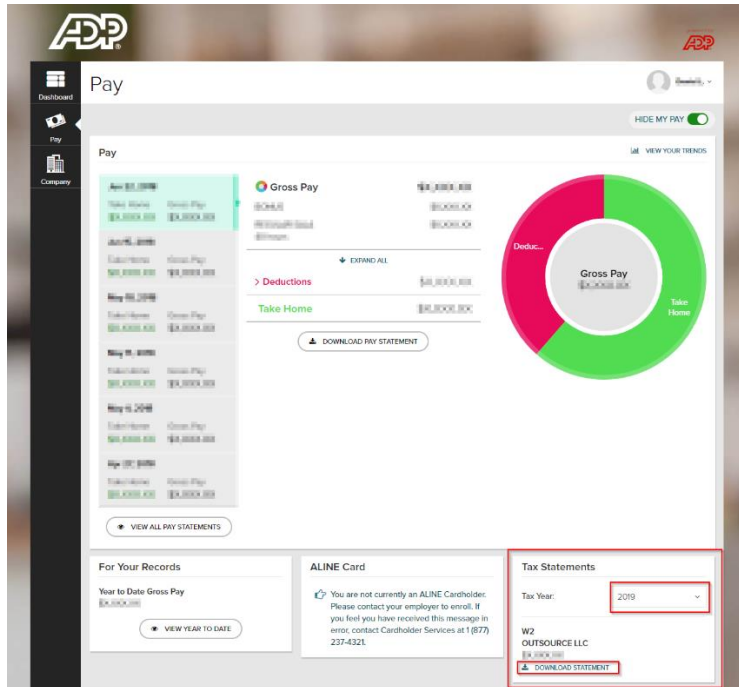
- USER ID ***: A text input field with a red error message "User ID is required" to its right.
- PASSWORD ***: A text input field.
- Remember User ID**: A checkbox with the label "Remember User ID".
- LOG IN**: A grey button.
- FORGOT YOUR ID/PASSWORD?**: A link below the login button.

Below the login form, there is a section for "First Time User?" with a **REGISTER NOW** button.

Go to <https://my.adp.com/> and enter your login information.



Once you log in, you should see the dashboard screen. Please disregard the information under Your Pay as we no longer use this service from ADP.



On the left-hand side menu:
Select Pay
Then Reference Tax Statement section.
Select Tax Year 2019
Then click Download Statement

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