

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

English (US) ▾

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 0000001 for Jon Chang

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

Employee: Jon Chang
SSN: 000000
Check #: 000000
Check Date: 11/20/2020

Federal Filing Status: Single
State Filing Status: Single/Married w/2
Incomes
Net Check Amount: 0000.00
EE#: 159131

Client	Work Week	Earnings Code	Hours	*Rate
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Enter your employee ID under Control number- Employee ID
the Control number- Company Code is: **R2M**

The form is titled "Identify yourself" and is part of a four-step registration process. The steps are: Enter Code, Identity Info (current step), Contact Info, and Create Account. The form contains the following fields:

- First name* (with an information icon)
- Last name* (with an information icon)
- Service name and document* (with an information icon): A dropdown menu currently showing "W2 Services". Below this dropdown is a link for "VIEW SAMPLE DOCUMENTS".
- Year of W-2*: A dropdown menu currently showing "2022".
- Control number - Employee ID*
- Control number - Company code*
- Zip Code*
- Employee's SSA number*

A "Continue" button is located at the bottom of the form.

ADP will ask you a few questions to verify your Identity

SECURE PAGE

Enter Code **Identity Info** Contact Info Create Account

Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CONTINUE

< BACK

After answering the security questions,
Enter your contact information.

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 and will be needed to log in.
Enter and confirm your password.
Click "Create Your Account."

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

One more step, [redacted]!

Let's set up the login information for your account with **Outsource LLC**

User ID: [redacted]@OSTLLC

Password (case sensitive) *

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

Confirm password (case sensitive) *

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

✓ 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/>

SECURE PAGE

✓

Your registration is complete!

User ID: [redacted]@OSTLLC

Sign-in to complete additional tasks

[W2 Services](#)

Activate your email address within 24 hours by responding to the message sent to you:

✉ [redacted]

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store GET IT ON Google Play

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

Remember User ID ⓘ

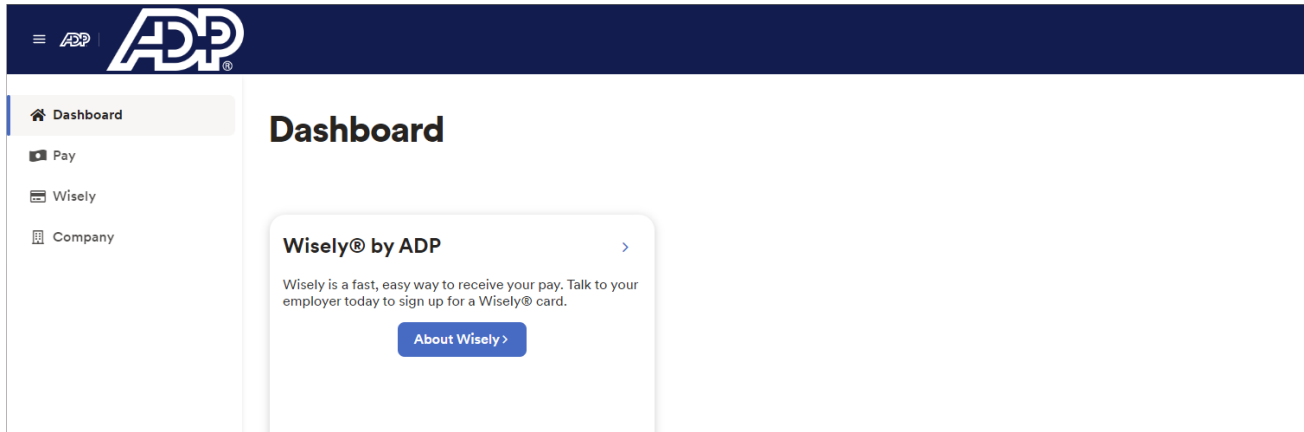
Password

Sign in

[Forgot your password?](#)

New user ? [Create account](#)

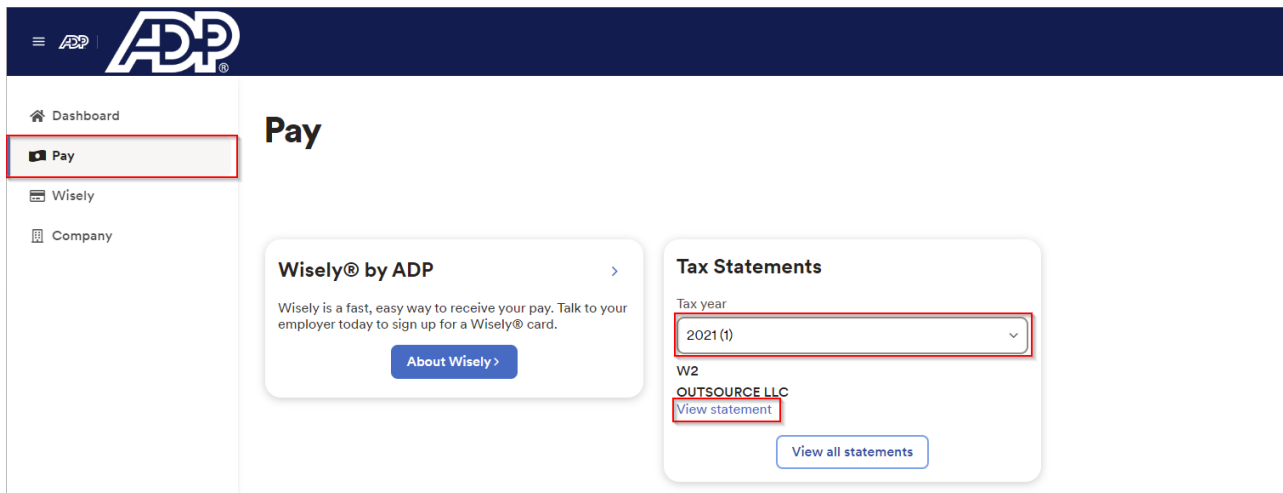
Once you log in, you should see the dashboard screen. Please disregard any information pay information displayed here as we no longer use this service from ADP.



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



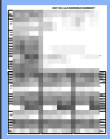
Select Print or Download

[← Back](#) Statement for 2021

Tax Year: 2021 Form Type: W2

[Print](#) [Download](#)

AutoPay output documents 1 / 2 100%



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2021 W-2 and EARNINGS SUMMARY

This summary section is included with your W-2 to help describe this portion in more detail. The reverse side includes general information that you may also find helpful. The following reflects your final pay stub, plus any adjustments made by your employer.

Employee Reference Copy	W-2	Wage and Tax Statement	2021
d Control number	Dept.	Corp.	Employer use only
	AH05		3526
c Employer's name, address, and ZIP code			
OUTSOURCE LLC 701 CAMPUS SQUARE WEST STE 305 EL SEGUNDO, CA 90245			
e Employer's name, address, and ZIP code			

GROSS PAY		SOCIAL SECURITY TAX WITHHELD	
FED. INCOME TAX WITHHELD		BOX 04 OF W-2	
STATE INCOME TAX		MEDICARE TAX WITHHELD	
BOX 17 OF W-2		BOX 06 OF W-2	
LOCAL INCOME TAX		SUI/SDI	
BOX 19 OF W-2		BOX 14 OF W-2	