



Quick & Easy Guide

Registration Instructions for Electronic W-2 Forms



Estimated Registration Time: 10 Minutes or Less!

STEP 1: REGISTRATION PROCESS: (IMPORTANT: You must have the latest version of Adobe Acrobat Reader. You can download it free at www.adobe.com.)

1. Go to the ADP W-2 Services website <https://w2.adp.com>. Click on the Register Now link.
2. This will take you to the **“Welcome!”** screen. Click the Register Now button.
3. On the **“Register for ADP Services”** screen, key the Registration Pass Code: RIVCO-W2. Click on [Next].
4. The **“Verify Your Identity”** screen requires you to enter information in the following fields.
 - a) Key your First Name (The next field is “MI.” You may key in your Middle Initial, but it isn’t required).
 - b) Key your Last Name.
 - c) Key your Social Security Number.
 - d) Confirm your Social Security Number by keying it in again.
 - e) Key your Birth Month and Day using the drop down boxes in the two fields provided.
 - f) Once you have entered this information, click on [Next].
5. This will take you to a second **“Verify Your Identity”** screen.
 - a) Under the Select a Service drop down box, select W2 Services.
 - b) Key your County assigned six digit employee number in the Employee ID field.
 - c) Key the Company Code: VER
 - d) Key your Zip/Postal Code (the one used for your MAILING address).
 - e) In the [Tax Year] field select the 2008 tax year from the drop down menu.
 - f) Once you have entered this information, click on [Next].
6. The next screen is **“Enter Your Contact Information.”**
 - a) Key your First Name (the next field is “MI.” You may key in your Middle Initial, but it isn’t required).
 - b) Key your Last Name.
 - c) Key in your E-Mail (you can enter your business or home e-mail address in the e-mail field).
 - d) In the Confirm E-Mail field, key your e-mail address again.
 - e) Key your Phone (providing your phone number is optional).
 - f) Once you have entered this information, click on [Next].
7. This takes you to the **“Enter Your Security Information”** screen.
 - a) Key in your City/Town of Birth.
 - b) Security Question 1: Select your security question from the drop down menu.
 - c) Answer 1: Key your answer to the security question selected above.
 - d) Security Question 2: Select your security question from the drop down menu.
 - e) Answer 2: Key your answer to the security question selected above.
 - f) Once you have entered this information, click on [Next].

8. This takes you to the “**View Your ADP Services User ID**” screen.
 - a) This screen will provide you with your User ID, then asks you to create a password.
 - b) “**Create Your ADP Services Password**”
 - 1) Create Password
 - 2) Confirm Password

Once you have entered this information, click on [Submit].

9. A successful registration will result in a screen that thanks you for registering and indicates that you can now start using your ADP services by clicking on the “Log On” link. This screen also advises that an e-mail containing your User ID will be sent to the e-mail address you provided.

According to IRS regulations, employees must affirmatively consent to receive their W-2s electronically. Therefore, you must log in and elect to receive your W-2 form electronically. Step 2 takes you through the login process, which will complete your registration.

STEP 2: LOGIN PROCESS:

1. Click on the Login button on the ADP homepage at <https://w2.adp.com> (you will be at the ADP homepage after step 9 above if you clicked the “Log On” link).
2. Enter your unique User Name (User ID as provided during your registration and sent via e-mail). Enter your password you created during registration. Once you have entered this information, click on [OK].
3. After logging into the website, you will see a [Go Paperless] box. Here you are given the opportunity to select **[Yes]** to confirm your acceptance to obtain your 2008 W-2 form electronically; or select **[No]** to decline your acceptance of the electronic W-2 form.
4. If you selected **[Yes]** above, read the Agreement listed and click “**Accept.**”
5. You will arrive at a confirmation screen. Your confirmation number appears in the center of the screen. Key your confirmation number in the field that appears on the bottom of the screen. Click [Save].
6. A thank you screen will display and provide brief information. Read, then click on [Done].
7. A new screen will display. Click [Logout].

Congratulations!

You have successfully completed your registration!

For further assistance, please contact:
W-2 Payroll Administrator – ACO Payroll (951) 955-3815
Or send your questions via e-mail to ACO_Payroll@co.riverside.ca.us

Thank You and Enjoy Your e-W-2 Service!