



# 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](http://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 appears.
  - a) Under the Select a Service drop down box, select [W2 Services].
  - b) Click on [Next].
5. This expands the “**Verify Your Identity**” screen.
  - a) Key your First Name.
  - b) Key your Last Name.
  - c) Key your Social Security Number
  - d) Confirm your Social Security Number by keying it in again.
  - e) County assigned six digit employee number in the Employee ID field.
  - f) Key the Company Code: VER
  - g) Key your Zip/Postal Code (the one used for your MAILING address).
  - h) In the [Tax Year] field select the 2009 tax year from the drop down menu.
  - i) Once you have entered this information, click on [Next].
6. The next screen is “**Enter Your Contact Information.**”
  - a) Your First Name will display
  - b) The next field is “MI.” You may key in your Middle Initial, but it isn’t required.
  - c) Your Last Name will display.
  - d) Key in your E-Mail (you can enter your business or home e-mail address in the e-mail field).
  - e) In the Confirm E-Mail field, key your e-mail address again.
  - f) Key your Phone (providing your phone number is optional).
  - g) 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) Key your Birth Month and Day using the drop down boxes in the two fields provided.
  - c) Security Question 1: Select your security question from the drop down menu.
  - d) Answer 1: Key your answer to the security question selected above (case sensitive).
  - e) Security Question 2: Select your security question from the drop down menu.
  - f) Answer 2: Key your answer to the security question selected above (case sensitive).
  - g) 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 it asks you to create a password.
  - b) “**Create Your ADP Services Password**”
    - 1) Create Password
    - 2) Confirm Password

*Suggestion for future reference: maintain your User ID, password, and security questions (case sensitive) in a secure place, it will avoid the extra work and the wait in having to reset them.*

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 2009 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](mailto:ACO_Payroll@co.riverside.ca.us)

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