

Dear Wellesley College Employee:

Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week. **W2 forms are not available through Workday.**

Upon registration, you will be able to access your W-2 statement.

***If you have previously registered on ADP:***

1. Visit <https://my.adp.com>
2. Enter your username (typically first initial, last name @WCO1)  
**! Please note: WCO1 contains letter "O", not zero**
3. If you have forgotten your password, click "Forgot Password"

***How to Register on ADP W-2 Services:***

1. Visit <https://my.adp.com>. Scroll down to first paragraph.
2. Click "Register Now".
3. Enter the **Registration Pass Code** which is: **WCO1-WELLESLEY**  
**! Please note: WCO1 contains letter "O", not zero**
4. Enter your Name
5. **W-2 Services** will populate
6. Tax Year: **2023** (you will be able to access prior years going forward)
7. The following information is required for validation purposes:
  - Employee ID # (**Your Wellesley Employee ID number**)
  - Company Code: **RVL**
  - Employee (Home) Zip Code
  - Full Social Security Number (no dashes)

You will be prompted to complete a registration process during which you will select a unique password. Additionally, you will be assigned a system generated User ID. **Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, <https://my.adp.com>.**

Please remember to securely store your User ID and Password.

If you need help with ADP, W-2 forms for years prior to 2023, or navigating Workday, please contact Juanita Brown (x2797 or [jbrown1@wellesley.edu](mailto:jbrown1@wellesley.edu)) or Kara Geraci (x2727 or [kgeraci@wellesley.edu](mailto:kgeraci@wellesley.edu)) in the Payroll Office.

Sincerely,

Wellesley College Payroll Office