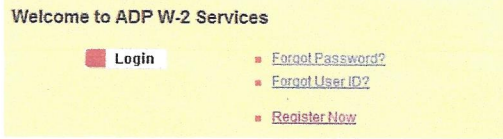


SNELLING Registering to Receive Electronic W-2

Receive your W-2 early! Register now to be entered into a drawing for \$100.00 gift card.

1. Go to <https://w2.adp.com/>.
2. Click "Register Now".



3. On next page, click "Register Now".

Ready to get started?

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:
■ Registration pass code [Learn More](#)

4. Enter "snelling-w2" as the Registration Pass Code and click "Next". Please note that the Registration Pass Code is not case sensitive.

Registration Pass Code: (Example: Genco-1234abc)

5. Enter your personal information on the next page and click "Next".

First Name:
Last Name:
Social Security Number:
Confirm Social Security Number:
Birth Month and Day:

6. Enter your Employee ID, which is located on your pay stub. Enter "V4N" as the Company Code. The ZIP/Postal Code will be the zip code of your home address. Click "Next".

Employee ID:
Company Code:
ZIP/Postal Code:
Tax Year:

7. Enter your contact information. Click "Next".

First Name: MI:
Last Name: (Aa
Business/Personal E-Mail: (Th
Confirm E-Mail:
Phone:

8. Enter Security Information. Click "Next"

City/Town of Birth:
Select a question from the list and enter your answer.
Security Question 1:
Answer 1:
Select a different question from the list and enter your answer.
Security Question 2:
Answer 2:

9. You will receive your User ID. Enter your Password and click "Submit".

View Your ADP Services User ID

Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case sensitive.

User ID: rwayne@snelling.com

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
▶ = Required

Create Password: (Example: Password1)
Confirm Password:

10. You will receive the following message confirming your registration and advising you that you will also receive an e-mail with your User ID. Please note that it may take up to half an hour to receive this e-mail.

Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

W2 Services

11. Log On to the site using your User ID and Password.
12. "Accept" the agreement.
13. Confirm you have Adobe Reader installed by entering the confirmation code provided and clicking "Save".
14. You will receive a message advising you that you will stop receiving paper copies of your W-2.