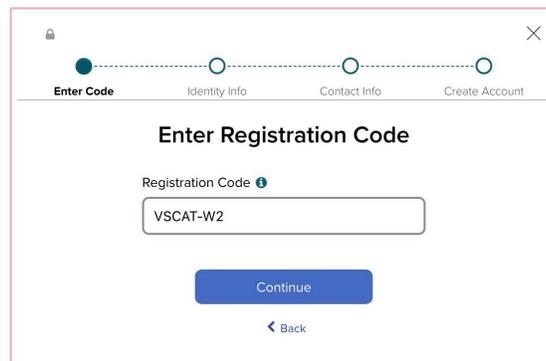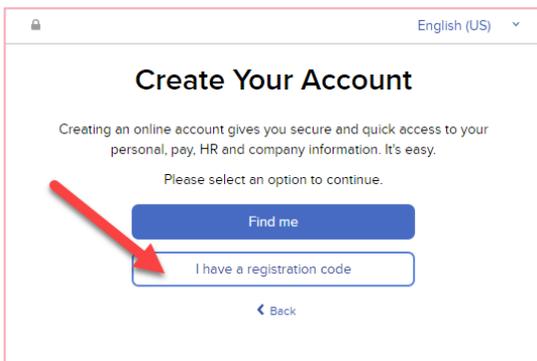# How to Access Your VS&Co W-2

- If you would like to access your electronic W-2, you must sign up as a new user at the ADP website.

- Go to the ADP website at **https://my.adp.com** and click **Create Account**.

- Under **Create Your Account**, select **I have a registration code** and then enter **VSCAT-W2**, click **Continue**.

- Fill in all the appropriate field under **Let's Get Started**.

  – If you do not have your Employee ID, you may use the last 4 of your Social Security Number and Date of Birth and select **Continue**.

- On the **We found you** page, select the phone number option to receive the code and enter your phone number.

  – If you are a previous associate with a work email listed, you will not be able to change your email. Please select the phone number option to verify your identity.

- Once you receive the code, you will be promoted to enter for verification and select **Continue**.

- Create a new password.

- A notification that an account has been created will appear along with your User ID.

- Select **Sign in Now** to retrieve your W2.
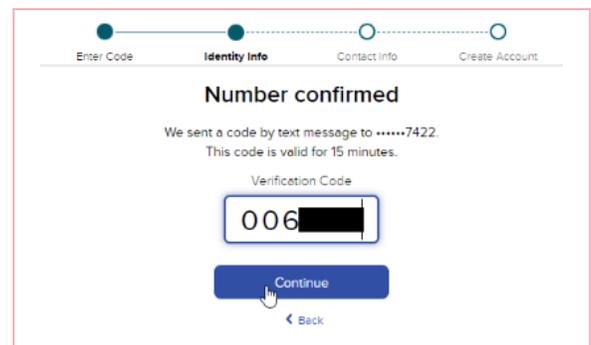
Need support? Please contact HR Direct at 888-877-4730 with any questions.

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VICTORIA'S SECRET & CO.