## 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 <a href="https://my.adp.com">https://my.adp.com</a> and click Create Account.
- Under Create Your Account, select I have a registration code and then enter VSCAT-W2, click Continue.

▲ English (US) ×	• ×
Create Your Account	Contact Info Create Account
Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.	Enter Registration Code
Please select an option to continue.	Registration Code 🚯
Find me	VSCAT-W2
I have a registration code	Continue
- JOLA	< Back

- 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.*



