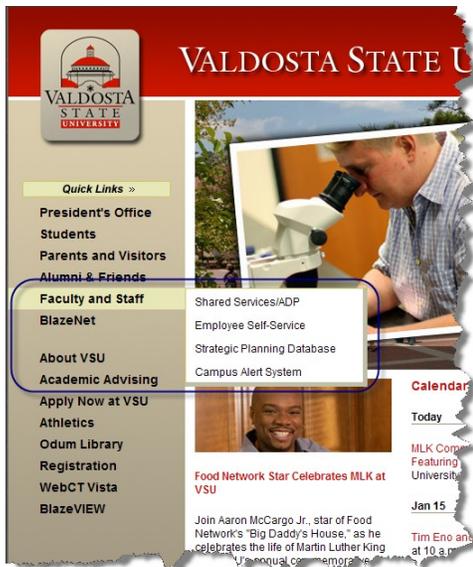


# How to access your W-2 via ADP Online

When Shared Services has all W-2s prepared, you will be able to print them out by entering your account on the ADP website.

## From the VSU Homepage



- Move your cursor over the **Faculty and Staff** entry in the left menu of the VSU Home Page (**do not click**).
- Move cursor over the **Shared Services/ADP** option and click.

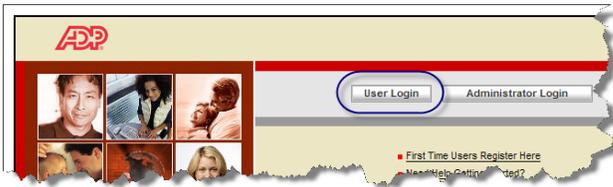


- Click on the **ADP Login** menu option listed in the Main Menu on the left of the Shared Services/ADP web page.

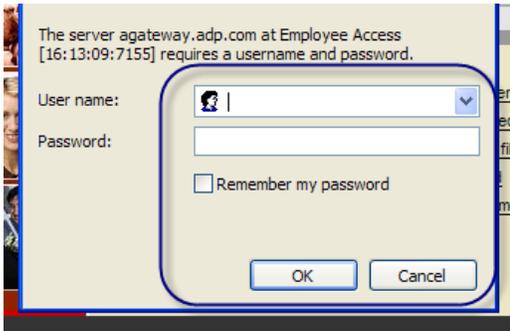


**Continued on Next Page**

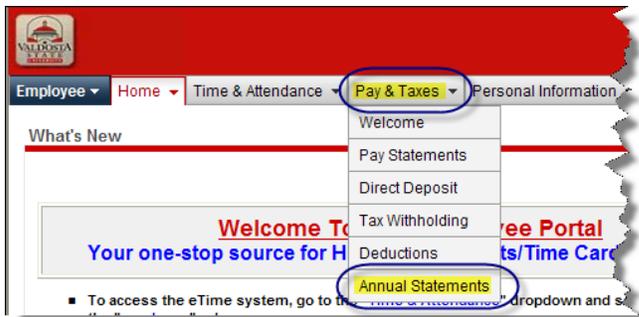
# Continued from Previous Page



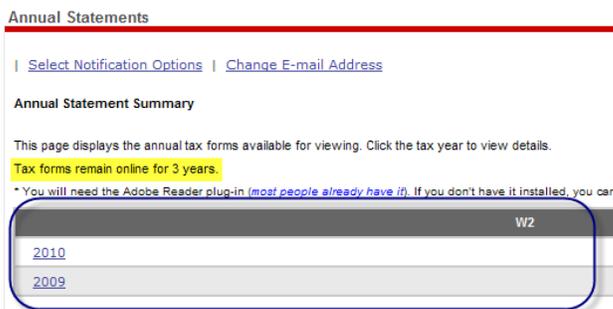
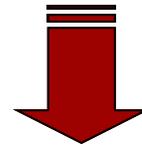
- Click on the **User Login** button on the ADP web site.



- Enter your **ADP User Name** and **Password** in the login box and click **OK** to enter your ADP account.



- Click on the **Pay & Taxes** tab listed at the top of your ADP account page and then click on the **Annual Statements** option from the drop-down list.



- A link to your available W-2s will appear in the area shown. Click on the year link to view your desired W-2 and choose print to create a copy or copies of your document.

**Note: If no link appears, your W-2 is not ready for downloading.**

**Tax forms remain online for 3 years as noted in the highlighted area in the image above.**