Instructions to Sign Up For Online W-2’s with ADP

You will be able to access your 2012 W-2 on-line this year. **The deadline to enroll with ADP is December 31st, 2012.**

Tulane has partnered with ADP to provide you with this service. This service means that you can get your electronic copy earlier than the paper copy, lost W-2s can be quickly replaced on-line and your identity will be strictly guarded by the ADP security system.

Registration is easy:

1. Go to [https://w2.adp.com](https://w2.adp.com)
2. Click “Register Now”
3. Enter the **Registration Pass Code** which is: **TULANEDU-ONLINE**
4. Enter your Name and select **W-2 Services** as the Service
5. The following information is required for validation purposes:
   - Full Social Security Number
   - Employee ID # (Splash Card Number), if you don’t know your employee ID number, log in to Gibson Online, under Administrative Systems click on “Tulane ID Search”.
   - Company Code#: **V8A**
   - Employee Zip Code
   - Tax Year: **2012**

*Note: the User ID that you will create is generated by the ADP system. The university will not have access to this information. If you forget or have questions regarding your ADP User ID and/or Password, please use the “forgot password” or “forgot user ID” links provided at the ADP website.*

Once you have completed the registration process, you should consider bookmarking the ADP website at: [https://w2.adp.com](https://w2.adp.com).

We hope you will enjoy this new service and we appreciate the opportunity to provide it.

Workforce Management