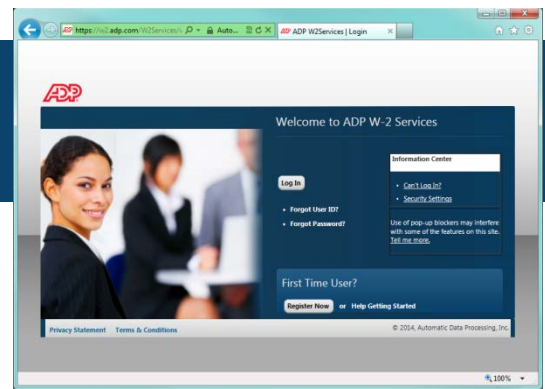


# Access your W-2 Online using the ADP W-2 Services Website

As an employee of Apex Systems or Apex Life Sciences (formerly Lab Support or Valesta) you can use the ADP W-2 Services website to access your W-2 information.

Benefits of the online system include:

- ▶ **Fast and simple registration process.** Follow the two-step process below to verify your identity and set your own security questions and password.
- ▶ **Easy access to your W-2 information 24/7.** You can access your forms quickly and download at any time. In addition, the ADP W-2 Services website securely stores up to three years of history.
- ▶ **Your information is secure.** The ADP W-2 Services site utilizes Security Infrastructure and protects your information with SSL (128 bit) technology. SSL is used to encrypt your personal information such as your user ID, SSN, password and wage information.



## How to Register

### Step 1: Registration

1. Go to <https://w2.adp.com>.
2. Click "Register Now".
3. Enter the **Registration Pass Code**, which is: **APX1-IT Staffing**
4. Select **W-2 Services** as the Service.
5. The following information is required:
  - Name
  - Full Social Security Number
  - Employee ID # - this can be found on your last paystub or W-2.
  - Company Code from Box D = **WYH**
  - Employee Zip Code (zip code while working for Apex)
  - Tax Year

**Tip:**  
Add <https://w2.adp.com> to your  
Bookmarks or Favorites

**Don't Delay –  
Consent Today!**

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID.

### Step 2: Consent

**After successfully registering for the ADP W-2 Services site, you will need to consent to receive your W-2 online.**

1. Log in to ADP-W-2 services using your newly created user id and password
2. Read the agreement, and agree to the terms.

## Forget your User ID or Password? Use the new Fast Track Feature

ADP has enhanced their services by providing a convenient and fast online process to retrieve user IDs and passwords. Visit the ADP site to take advantage of the new feature. You will be required to validate your identity to receive a one-time-use security code via mobile phone or email. To take advantage of the new Fast Track feature, W-2 Services website users must:

1. Validate and update (if necessary) their email addresses and/or phone numbers by logging in to <https://w2.adp.com>, clicking on "Myself," then "Update Profile". *Note:* To receive a security code, a user must have an email or phone number that is unique within your organization (that is, not shared with other people)
2. Ensure your devices are running Internet Explorer® version 10 or higher, or the latest version of Chrome™, FireFox® or Safari®.

## Questions

Please email your questions to: [w2requests@apexsystemsinc.com](mailto:w2requests@apexsystemsinc.com)