

View and Print W-2

Overview

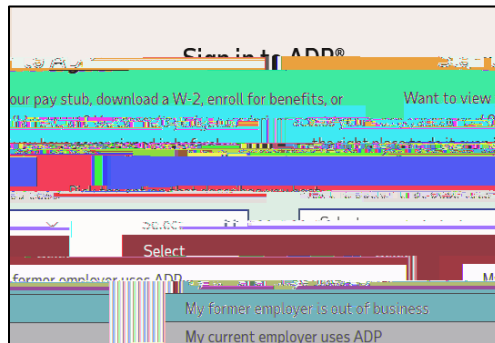
Former Florida Tech employees can access their 2021 W-2 by creating an ADP account.

Process

1. Go to <https://www.adp.com/>
2. Select the Sign In button in upper right



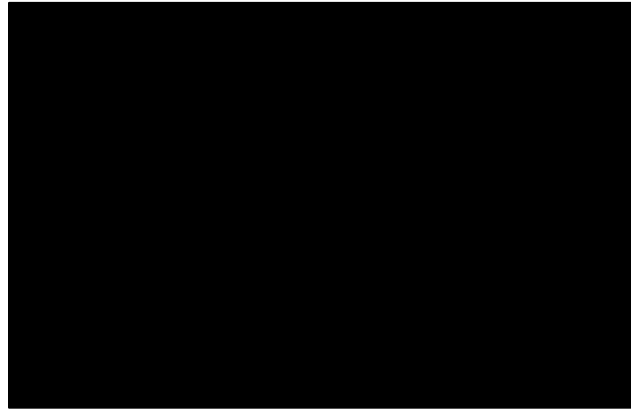
3. Select My current employer uses ADP



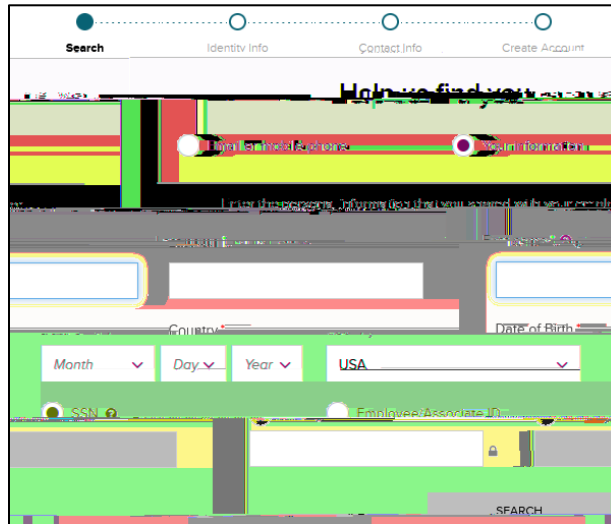
4. Select CREATE ACCOUNT from bottom



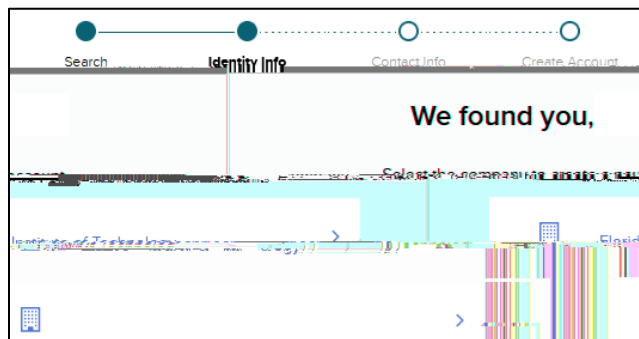
5. Select FIND ME button



6. Select Your information radial button
7. Enter identifying information
8. Click SEARCH button



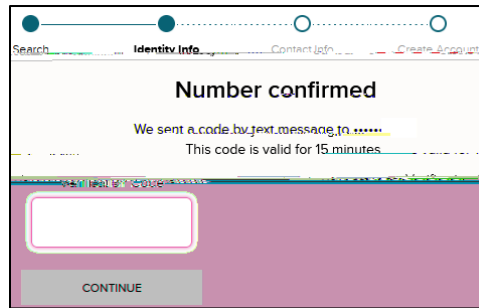
9. Confirm your name
10. Select Florida Institute of Technology company
 - a. If you have had employers in the past use ADP, these may also appear



11. Verify Identity using mobile number
 - a. Terminated employees cannot use their email as the email address associated with the account is typically the @fit.edu email address



12. Enter Verification Code

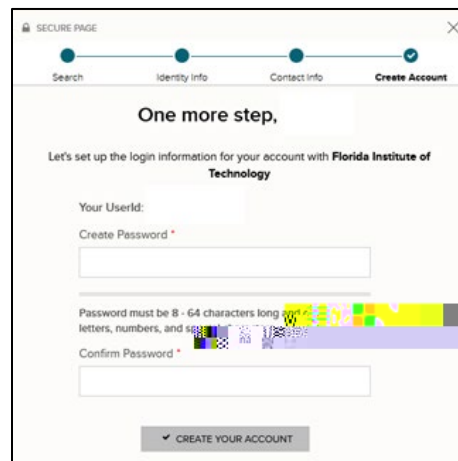


13. Update Contact information if desired



14. New User Id is displayed

15. Create/Confirm a new Password





16. Account creation message displays, SIGN IN NOW to get W-2

17. Enter User ID and Password

18. Click VIEW STATEMENT to view document

19.