



Go Paperless, Enroll to Receive Annual W-2 Statements Electronically

Job Tool

EMP-CS-2002JT

Revision 03 | Date 01/16/2013

OVERVIEW

You can utilize the ADP self-service application to **Go Paperless** and enroll to receive your annual W-2 statements electronically instead of receiving your W-2 through the mail. Receiving your W-2 electronically not only reduces the risk of identity theft since sensitive personal information such as social security numbers are not sent through the mail, it also gives you the ability to access and print your W-2 statement earlier than receiving your statement in the mail.

You elect to receive your annual W-2 statements electronically **once**. Your consent applies to annual forms furnished every year until that consent is withdrawn. You may withdraw your consent at any time by changing your election on the secure website.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

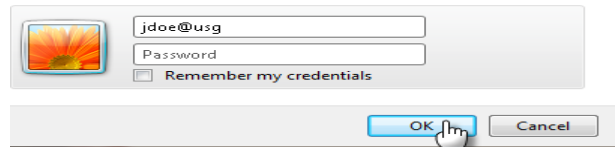
INSTRUCTIONS

1. Access the ADP Portal at <https://portal.adp.com>

a) Click **User Login**.



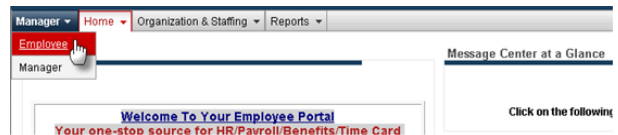
b) Enter your ADP Portal **User name** and **Password**.
c) Click **OK**.



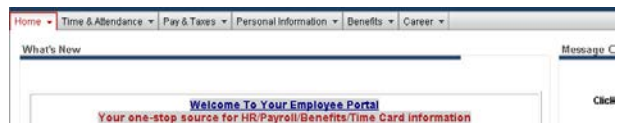
2. Portal Home Page

a) Depending on your access, you may or may not see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected.

If you are a Manager, point to the **Manager** tab and click **Employee**.



----Or----





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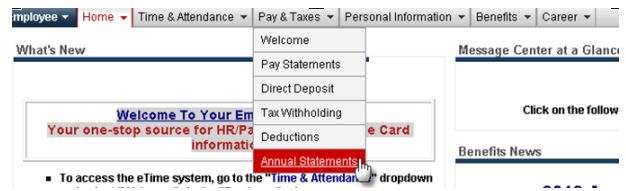
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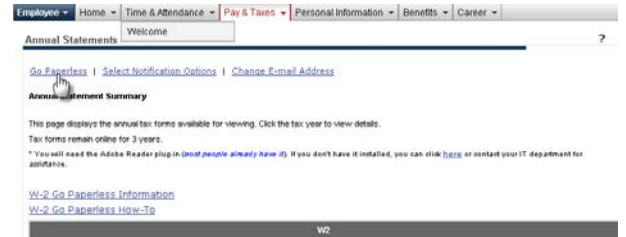
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3. Enroll to Go Paperless

a) Point to the **Pay & Taxes** tab and then click **Annual Statements**.



b) Click **Go Paperless**.

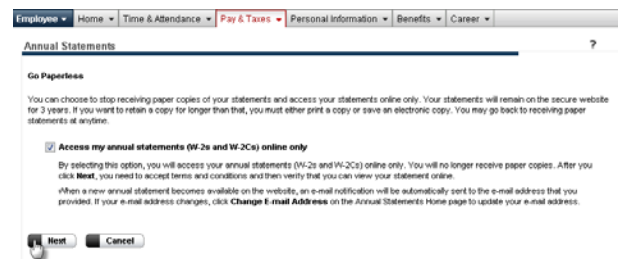


c) Read the statement and select the **Access my annual statements (W-2s and W-2Cs) online only** check box.
d) Click **Next**.

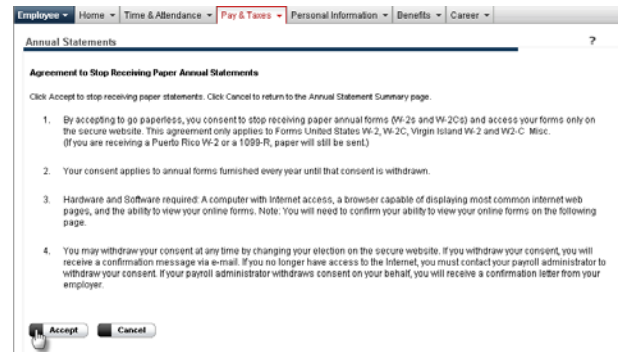
*If the **Next** button appears dimmed, it is unavailable.*



*You have already elected to receive your W-2 electronically, click **Cancel**.*



e) Read the statements and click **Accept**.



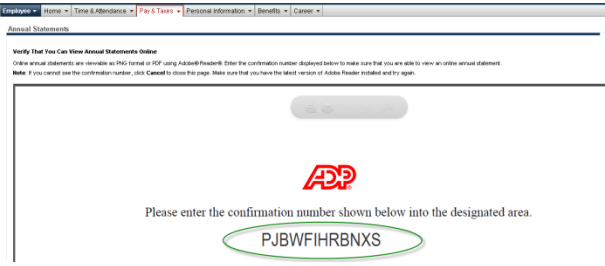



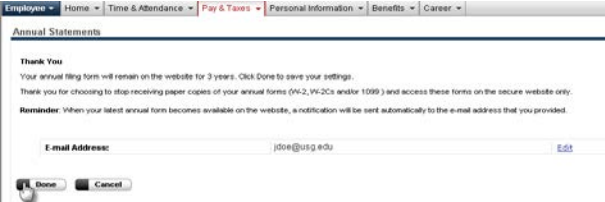

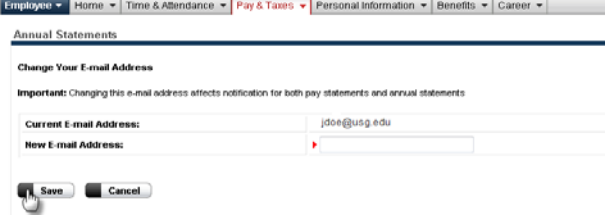

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<p>f) Verify that you can view annual statements online. A confirmation number will display on your screen. If you <u>cannot</u> see the confirmation number, click Cancel to close the page. Make sure that you have the latest version of Adobe Reader installed and try again.</p>	
<p>Enter the confirmation number displayed in the Enter confirmation number here field. <i>The number is case sensitive.</i></p> <p>g) Click Save.</p>	

<h4>4. Verify Your Notification E-mail Address</h4>	
<p>a) If the default E-mail address is correct, click Done, this completes your enrollment for paperless W-2s.</p> <p>-Or-</p>	
<p>If you would like your notification sent to a different E-mail address, click Edit.</p>	
<p>b) Enter the new E-mail address and click Save.</p> <p>Important: Changing this E-mail address affects notification for both pay statements and annual statements.</p>	
<p>c) Click Done, this completes your enrollment for paperless W-2s.</p>	

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UNIVERSITY SYSTEM OF GEORGIA
SHARED SERVICES CENTER

5. Select Notification Options

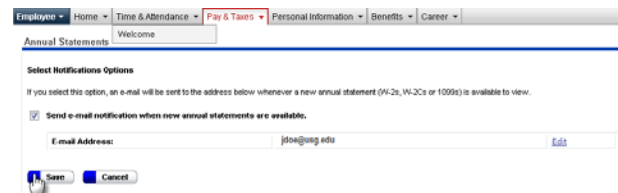
Note: Each year when your annual W-2 becomes available on the website, you will receive a notification to the email address you provided if you select the **Notification Option** for **Annual Statements**. This is separate from the **Go Paperless** option; you will need to make this additional selection to receive an email notification when your W-2 is available.

a) Click **Select Notification Options**.



b) Select **Send e-mail notification when new annual statements are available**.

c) Verify the **E-mail address** is correct. Click **Edit** if you need to modify your e-mail address.



Note: After you cease employment, your W-2 and payroll information will be accessible through the ADP Portal for up to three (3) years. You will not have access to other ADP functions. Use the same user ID and password when last employed. If you need assistance, contact our SSC Customer Support team.

Task Complete