Accessing your W-2s on the ADP Portal

We are pleased to announce ADP W-2 Services, a new benefit for all King County employees. Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week.

King county employees, retirees and ex-employees can now access their W-2s for the last three years from anywhere, any time. Benefits eligible employees will also be able to access their 1095-C forms.

Upon registration, you will be able to access your W-2 and 1095-C statements.
**How to Register on ADP W-2 Services**

1. Go to [https://my.adp.com](https://my.adp.com).
2. Click “Register Now”.

3. Enter the **Registration Pass Code** which is: KINGC-W2
4. Enter your Name and select **W-2 Services** as the Service.
5. The following information is required for validation purposes:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer (enter)</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Social Security Number</td>
<td>XXXXXXXXXX</td>
<td>No dashes</td>
</tr>
<tr>
<td>Employee ID #</td>
<td>PEOPLESOFT EE NUMBER</td>
<td>Including leading zeros, if does not work then try with no zeros</td>
</tr>
<tr>
<td>Company Code from Box D</td>
<td>TQO (capital letters t, q, o)</td>
<td></td>
</tr>
<tr>
<td>Employee Zip Code</td>
<td>XXXXX</td>
<td>Five digits zip code</td>
</tr>
<tr>
<td>Tax Year</td>
<td>2017</td>
<td></td>
</tr>
</tbody>
</table>

Tell us how to reach you

Primary email address (used for notifications)
jsmith@gmail.com

Primary mobile phone number
United States +1 123-456-7890

It’s OK to text me about my account

Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.
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.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID *

Password (case sensitive) *

Confirm password (case sensitive)*

Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Show password

Enter your contact information

To avoid answering your security questions during your next password reset, you can:
- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Primary email address (used for notifications)*

Secondary email address

Primary mobile phone number (recommended)

United States +1

ADD SECONDARY

NEXT
Once you have completed the registration process, you should “Bookmark” or “Add to your Favorites” the new URL, https://my.adp.com.

Please contact Central Payroll at 206-263-9356 for any questions.