PAY: View Your W-2s Online on myADP

Overview

NSHE has contracted with Advanced Data Processing (ADP) to process W-2 statements. All NSHE recipients will visit ADP's secure website to download their W-2s and will also receive printed W-2s in the mail. Employees register online using the following:

- Company Registration Code (*nve1-online)*
- Tax Year
- Employee ID
- Company Code (*R3A*)
- ZIP Code
- Social Security Number

One-Time Registration

A free registration process is provided for first-time users.

From a new browser window:

1. Go to **https://my.adp.com**

2. Click **Register Now**.

3. Enter the **Registration code** for NSHE: *nve1-online*

4. Click **Next**.

5. A dialogue box will display asking if you want to set up an account with the Nevada System of Higher Education (NSHE). Click **Yes** to proceed.

Log in to ADP

USER ID *

User ID is required

PASSWORD *

☐ Remember User ID

LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User?   **REGISTER NOW**

6. Enter your **First name** and **Last name**.

7. Verify the **Service name** as *W2 Services*.

8. Verify, or select, the **Year of W-2**.

9. For *Control Number – Employee ID*, enter your Employee ID (minus the leading zeros).

> 💡 For example, enter '123456'. If you don't have your employee ID number, please contact your HR department.

10. For *Control Number – Company Code*, enter: **R3A**

11. Enter the **Employee's ZIP Code** on file with NSHE. For addresses outside the U.S., enter five zeros '00000'.

12. Enter the **Employee's SSA number** – or Social Security Number – without dashes.

13. Check the *reCAPTCHA* checkbox.

14. Click **Next**.

15. Enter a **Primary email address** (either Business or Personal).

16. Enter a **Primary phone number** – preferably a mobile number (either Business or Personal). For mobile phone numbers, select if it is OK to receive text messages about your account.

17. Click **Next**.

18. A message appears to inform you of the next series of steps. Click **Next**.

19. Complete the authentication process, which will ask you a series of questions to verify your identity.

20. Verify your primary email address and phone number, or add secondary information. Click **Next**.

21. The system will assign a *User ID* for you utilizing a portion of your name combined with NSHE's Client ID.

22. Create and confirm a unique **Password**.

23. Select multiple **Security Questions**.

24. Check the checkbox stating that you agree to the *Terms and Conditions*.

25. Click **Register Now**.

> Following the Register Now step, an activation notification will be sent to your email and/or mobile phone for verification. Follow the instructions to complete the activation process.

Accessing Your Tax Statement

After the one-time registration process, log in using the system-generated User ID and your defined password.

From a new browser window:

1. Go to **https://my.adp.com**

2. Enter your **User ID**.

3. Enter your **Password**.

> If you forgot your login credentials, you can select *Forgot Your ID/Password* to have instructions sent to any of the contact information on file with ADP.

4. In the *Tax Statements* box, select the **Tax Year**.

5. Select the **statement(s)** you wish to download.

Elect to Go Paperless

For future tax years, you can elect to receive paperless tax statements.

1. From your account profile, select **Settings**.

2. In the *Go Paperless* box, select the **Receive paperless statements** slider.

3. Check the *Receive Paperless Annual Tax Statements* consent checkbox.

4. Click **I Agree**.

5. Verify **Email Address** for accuracy.

6. Click **Finish**.

> To withdraw consent, you must contact your HR partner or Help Desk and request to receive a paper copy of your statement.