W-2 STATEMENTS
ONLINE REGISTRATION ACCESS INSTRUCTIONS

YOU MUST REGISTER TO ACCESS YOUR LSC W-2 STATEMENT!

Online W-2 statements will be available around January 31st. To register to access your W-2 statement, follow the applicable instructions below. If you are not able to access the ADP website or experience issues registering notify your Human Resource contact.

1. Go to https://my.adp.com
2. Click “Register Now” and complete the registration process.
   NOTE: This process is only for employees who have NOT previously registered. If you have previously registered and have forgotten your User ID or Password, click the FORGOT YOUR ID/PASSWORD link below the Log In button.
3. Enter LSCOM-W2 in the registration code field. All the characters in the code are uppercase letters with the exception of the number 2.
4. Identify yourself.
   • Enter your First Name.
   • Enter your Last Name.
   • Enter your Employee ID. Drop the leading zero or “rr” if you have them.
   • Enter REM in the Control number – Company code field.
   • Enter your zip code. Make sure to enter the zip code that was on file with LSC at beginning of December of this year.
   • Enter your Social Security Number.
5. Enter your Email Address. You must provide either a work email address or a personal email address to receive a confirmation email and be able to verify your registration.
6. Enter additional contact information.
7. Verify your identity. You will be presented with several questions to verify your identity. Select the appropriate answers for you.
8. Enter contact information again if you wish to receive a security code and bypass security questions the next time you log in.
9. Enter a password for your ADP account into the Password field. The password must be 8-64 characters long and contain at least 1 letter and 1 number. Your password is case sensitive.
10. Choose three security questions that will be used to validate your identity when logging in or for resetting your password/retrieving your User ID in the event you forget.
11. Click REGISTER NOW.
   Your registration is confirmed. Your User ID will automatically appear on the screen. Take note of your @LSCOM User ID and remember to activate your email addresses/mobile phone within 24 hours by responding to the messages ADP will send to you.
12. When you have activated your registration, you can return to https://my.adp.com and log in using the @LSCOM User ID assigned to you by the ADP system and the password that you created.

FOR SECURITY REASONS
• After three unsuccessful attempts to access the site, you will be locked out for approximately one hour.
• After three unsuccessful attempts through the “Forgot Password” link, you will be locked out for 24 hours.