



## 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 you login 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.