



Register for ADP



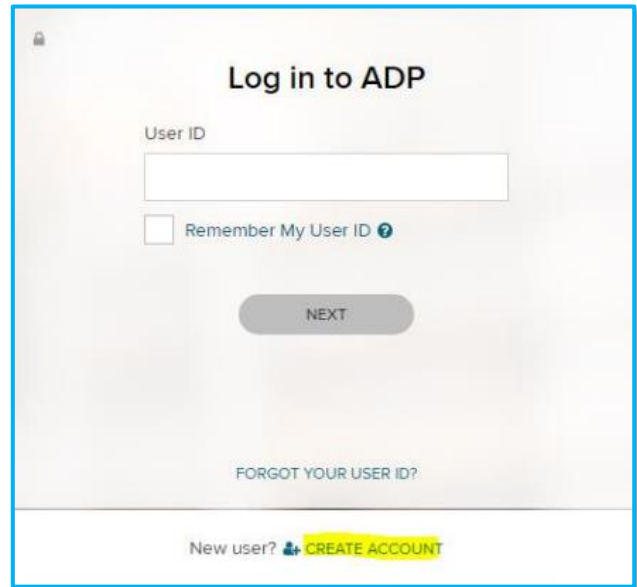
Choctaw Nation

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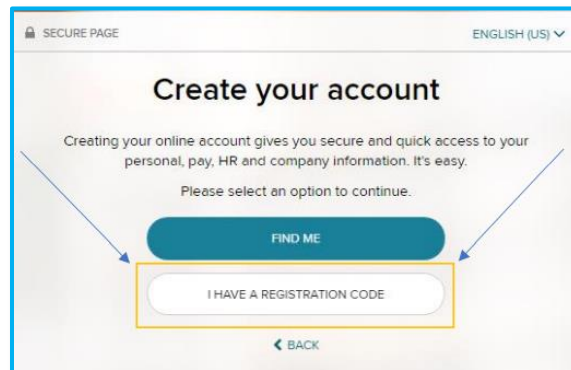
Created on 12/21/2021

Important: Please read all the instruction in this document. It contains all the information you will need to access your W-2 and update your settings to receive notifications when your W-2 is available online.

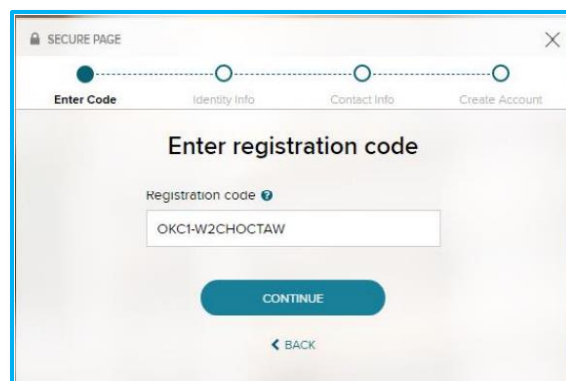
1. Go to <https://my.adp.com>
 - a. This will direct you to the ADP login page.
 - b. **Note:** If you know your User ID, you can enter it on this page. If you do not have an account, click on **Create Account**.



2. Click on **I HAVE A REGISTRATION CODE**



3. Enter **OKC1-W2CHOCTAW** in the **Registration Code** field
 - a. Click **Continue**



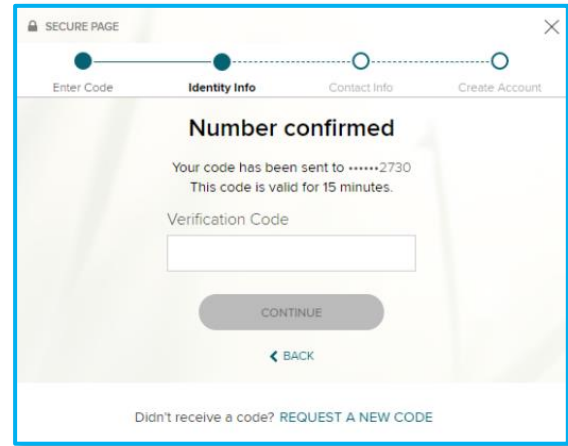
4. Fill out the required fields (*);
 - a. First Name
 - b. Last Name
 - c. Year of W-2: **2020 will be the first year of availability**
 - d. Control Number – Employee ID: **This will be your Kronos (clock in) number**
 - e. Control Number- Company Code: **UNV**
 - f. Zip Code
 - g. Employee’s SSA#: **Social Security Number (Be sure to use dashes XXX-XX-XXXX)**
5. Click **Continue**

6. **Note:** If all information is entered correctly you will be asked to choose an option to verify your identity.
 - a. Click on **Verify me using my mobile number**

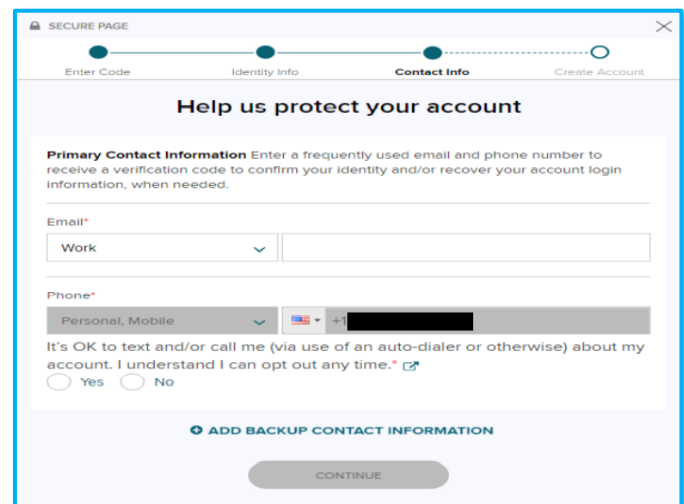
7. Enter your mobile number;
 - a. Click **VERIFY PHONE NUMBER**



8. A code will be sent to the mobile number entered.
Once received, enter it as shown;
 - a. Click **CONTINUE**



9. **Note:** Enter a valid email address to receive a verification code if your identity needs to be confirmed and/or you need to recover your account login information.
 - a. You can choose work or personal email by clicking on the drop-down arrow under **Email**.
 - b. Click **Yes** or **No** to provide authorization for ADP to text or call regarding your account.
 - c. Click **CONTINUE**



10. This screen will display your User ID;

- a. Enter a password for your ADP login in both fields;
- b. Password must be 8-64 characters long & contain letters, numbers and special characters;
- c. Check the box beside ***I have read and agree to the Employee Access Terms and Conditions.***
- d. Click **CREATE YOUR ACCOUNT**

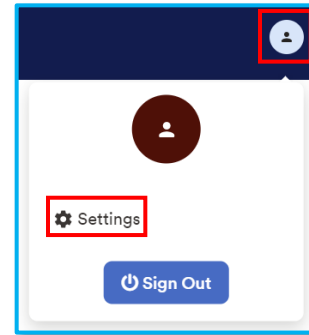
11. Your account has been created;

- a. **Note:** Be sure to activate your email address within 24 hours.



Paperless and Email Notification Settings

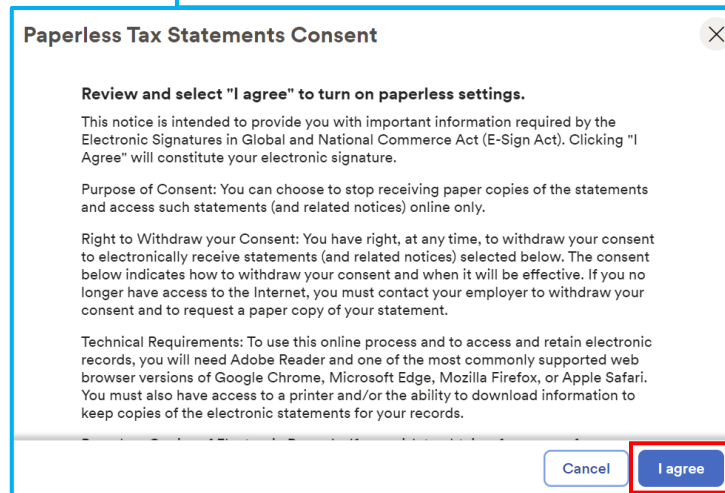
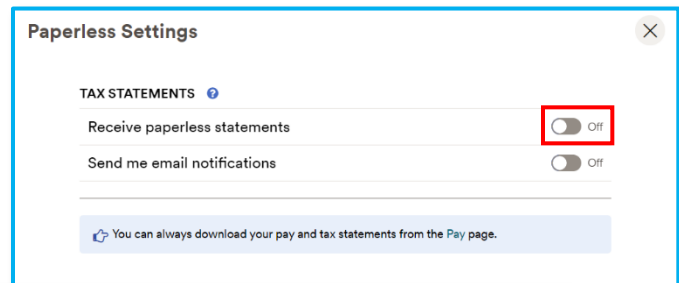
1. After logging into your ADP account;
 - a. Click the **profile icon** in the upper right-hand corner:
 - b. Click the **gear icon** to open **Settings**.



2. Select **Go Paperless**;
 - a. This will open the **Paperless Settings**.



3. Click the **Receive Paperless Statements** toggle to turn to On;
 - a. This will prompt you to review and agree to the **Paperless Tax Statements Consent**;
 - b. Review and click **Agree**.



4. A notification will appear stating that you have successfully enrolled in paperless statements.

Paperless Settings ✕

✔ You are successfully enrolled in paperless statements for Tax Statements

TAX STATEMENTS [?](#)

Receive paperless statements [View consent](#) On

Send me email notifications On

📄 You can always download your pay and tax statements from the Pay page.

