To set up your account on <u>https://my.adp.com</u> to view your W-2:

- Click 'Create Account



- Click 'Find Me'



- On the 'Help us find you' page, click 'Your Information' and enter your Name, DOB, and SSN and hit 'Search'

				SECURE PAGE				
CURE PAGE			×	•	)	0	O	O
•	O	O	O	Search	Iden	tity Info	Contact Info	Create Accourt
Search	Identity Info	Contact Info	Create Account	Help us find you				
	Help us	find you		Email or	mobile phone	e	Your informati	on
Email o	r mobile phone	Your inform	ation	Enter t	he personal i	nformation th	nat you shared with you	r employer.
Enter the c	contact email/mobile tha	t you shared with yo	ur employer	First name * 📀			Last name *	
Linter the c	Email or mobile n	hone	ur employer.					
				Date of Birth*			Country *	
				Month 🗸	Day 🗸	Year 🗸	USA	~
	SEAF	RCH		SSN @			Employee/Asso	ciate ID
	< E	BACK				₽		
					(	SEA	RCH	
	Are you a contractor (10	1991? SIGN UP HERE						

- You will be asked where you'd like them to send an authorization code.



- Enter the verification code received:



Enter a contact email and phone #.

-

• You may not be able to change the Email type from 'work' but you can change the email address if one is listed.

	•		0
Search	Identity Info	Contact Info	Create Accour
H	elp us protec	ct your accoun	t
Primary Contact Infor receive a verification of information, when nee	mation Enter a freque ode to confirm your id ded.	ently used email and pho dentity and/or recover yo	ne number to ur account login
Email*			
Work	~	Bernsting	
Phone*			
Personal, Mobile	✓ ■ +1	1	
Personal, Mobile Backup Contact Infor Email	✓ ■ +1 mation Add additional	l I email/phone where you	can be reached.
Personal, Mobile Backup Contact Infor Email Personal	wation Add additiona	I I email/phone where you	can be reached.
Personal, Mobile Backup Contact Infor Email Personal	mation Add additiona	l email/phone where you	can be reached.
Personal, Mobile Backup Contact Infor Email Personal Phone	✓ Imation Add additionation	I I email/phone where you	can be reached.
Personal, Mobile Backup Contact Infor Email Personal Phone Work, Mobile	✓ ■ + +1 mation Add additiona ✓ ■ + +1	I email/phone where you	can be reached.
Personal, Mobile Backup Contact Infor Email Personal Phone Work, Mobile	✓ ■ • +1 mation Add additional ✓ ✓	I I email/phone where you	can be reached.
Personal, Mobile Backup Contact Infor Email Personal Phone Work, Mobile		I email/phone where you	can be reached.

- A user id will be created.
  - You will then be asked to create a password. Accept the Terms and Conditions and click 'Create Your Account' to complete the process.

SECURE PAGE			
Search	Identity Info	Contact Info	Create Accour
	One more s	tep, thereat	
Let's set up the	login information for ye	our account with Occi	dental Petroleum
Your Us	erld: @OCT1		
Create F	Password *		
Passwor letters, n Confirm	must be 8 - 64 characters long and contain mbers, and special characters.		
Accept T	ferms and Conditions we read and agree to th is.	e Employee Access Ter	rms and
	✓ CREATE YOU	RACCOUNT	