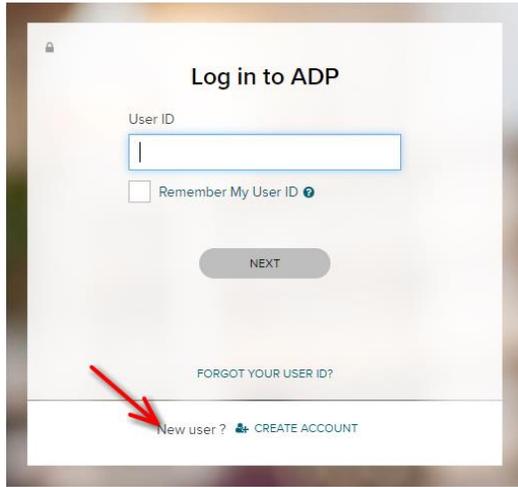
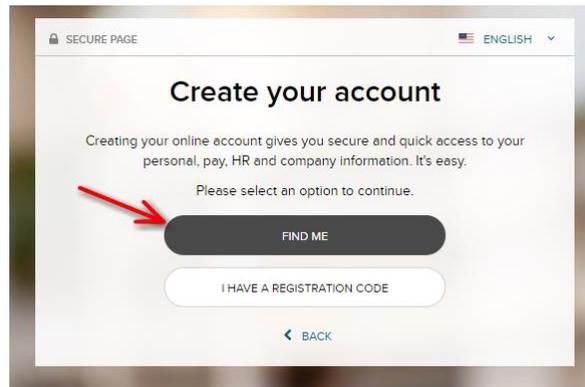


To set up your account on <https://my.adp.com> to view your W-2:

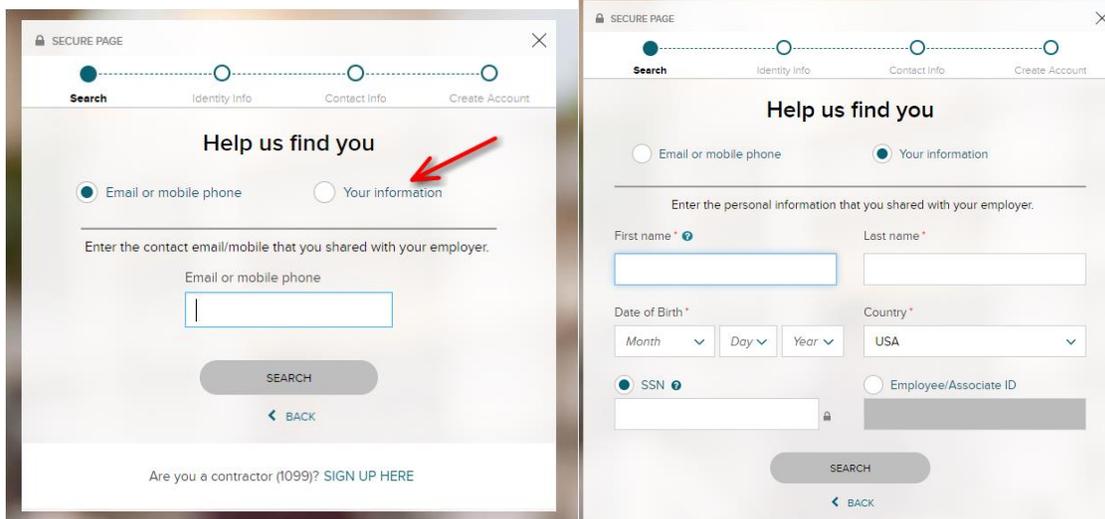
- Click 'Create Account'



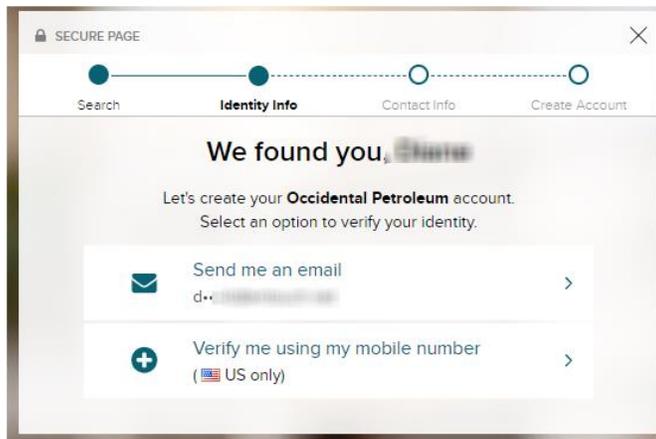
- Click 'Find Me'



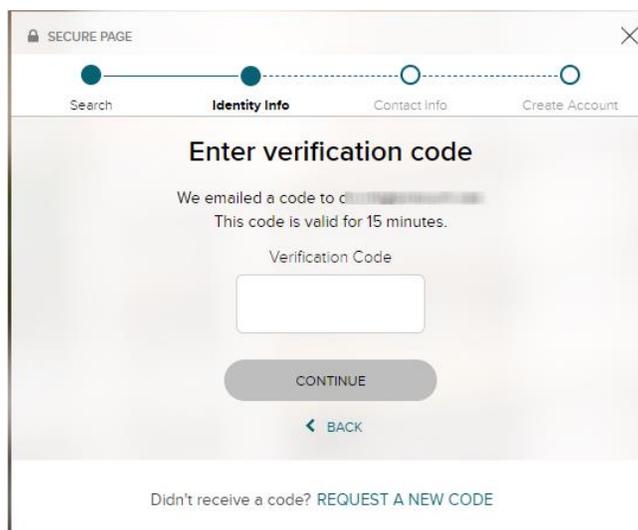
- On the 'Help us find you' page, click 'Your Information' and enter your Name, DOB, and SSN and hit 'Search'



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

SECURE PAGE

Search Identity Info **Contact Info** Create Account

### Help us protect your account

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email\*  
Work [email address]

Phone\*  
Personal, Mobile [country code] +1 [phone number]

**Backup Contact Information** Add additional email/phone where you can be reached.

Email  
Personal [email address]

Phone  
Work, Mobile [country code] +1 [phone number]

[ADD NEW PHONE](#)

CONTINUE

- A user id will be created.
  - o 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 Account**

### One more step, [NAME]

Let's set up the login information for your account with **Occidental Petroleum**

Your UserId: [username]@OCT1

Create Password \*

Confirm Password \*

Accept Terms and Conditions  
 I have read and agree to the Employee Access Terms and Conditions.

[CREATE YOUR ACCOUNT](#)