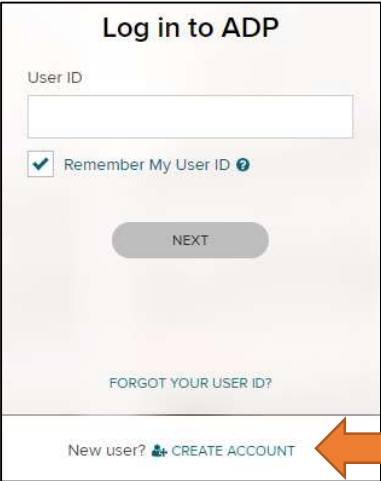
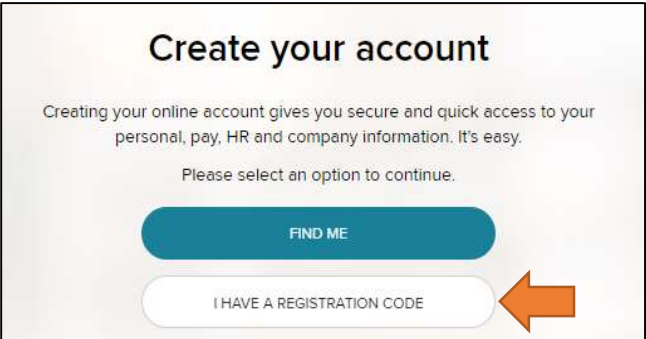
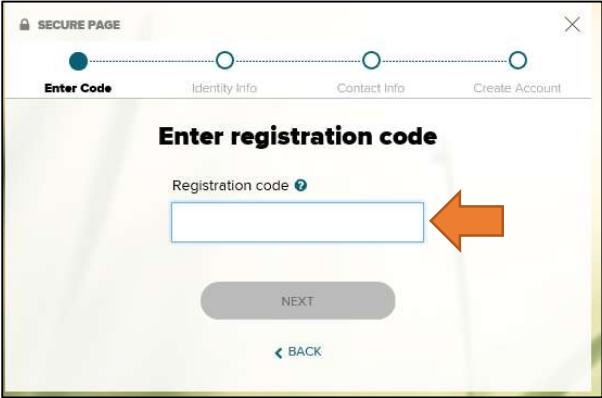
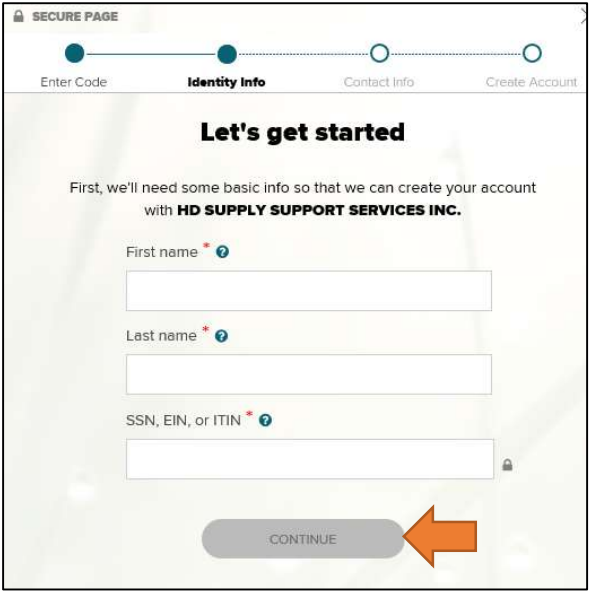
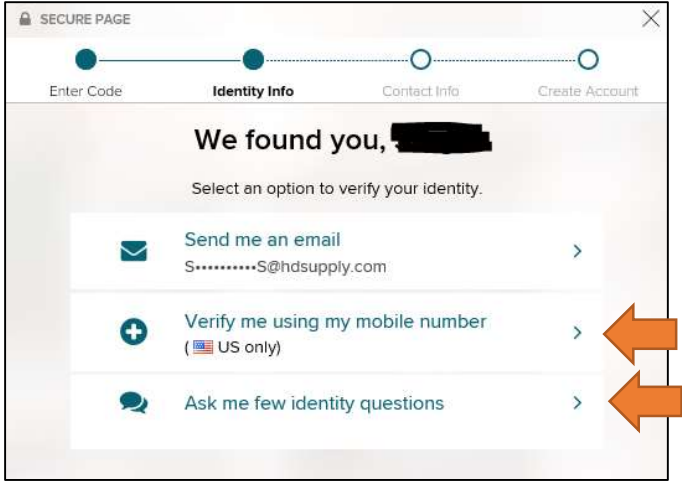
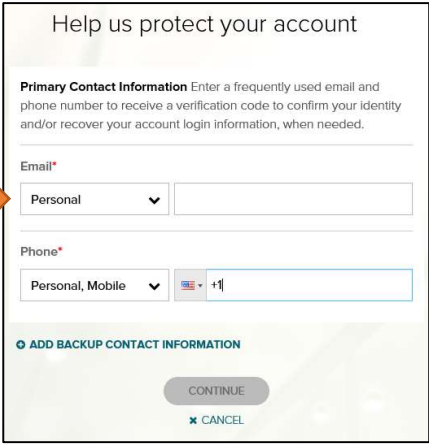
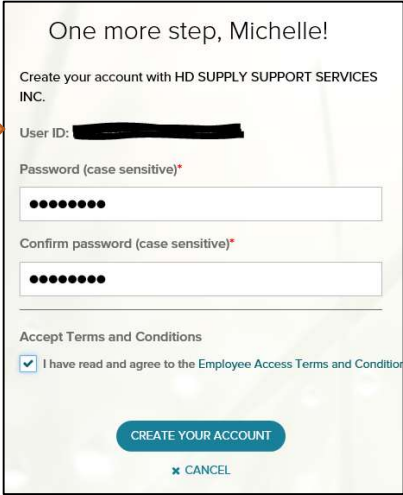



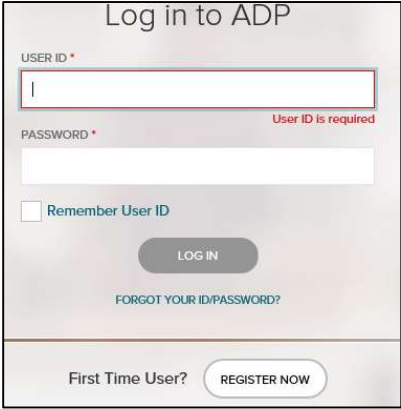


Instructions for Printing W2 – Former and LOA Associates

1	<p>Log into</p> <p>https://my.adp.com</p> <p>Click on Create Account</p>	
2	<p>Click on I Have A Registration Code</p>	
3	<p>Enter the registration code</p> <p>HDSUPP – Spirit (it is not case sensitive)</p> <p>Click Next</p>	

<p>4</p> <p>Answer all the required fields</p> <p>Click on Continue</p>	
<p>5</p> <p>Choose one of the options</p> <p>1) Click on Verify me using my mobile number.</p> <p>Enter your mobile number. A text will be sent to your phone. Enter the code.</p> <p>Or</p> <p>2) Click on Ask me few identity questions</p> <p>Answer required security questions</p>	

<p>6</p>	<p>Click on the Email drop down box arrow</p> <p>Select Personal</p> <p>Enter your personal email address and phone number</p> <p>Click on Continue</p>	
<p>7</p>	<p>Make note of the User ID (this is case specific)</p> <p>Create a password (this is case specific)</p> <p>Click in the Accept Terms and Conditions box</p> <p>Click on Create Your Account</p>	
<p>8</p>	<p>Click on W2 Services</p>	

9	<p>Log In screen will appear</p> <p>Enter your User ID Enter your Password</p> <p>Click on Log In</p>	
10	<p>Click on Download Statement</p>	