

Retrieving your W-2 in the ADP portal

ADP is CU's official third-party provider for W-2s for former employees. If you did not receive your W-2 in the mail, you can access it via ADP.

1. Go to <https://my.adp.com>
2. Select **Get Started**
3. Select **I HAVE A REGISTRATION CODE**
4. Enter the registration code **UCO1-access**. (Please note: This code contains the capital letter "o," not the number zero.)
5. Click **YES** when asked if you'd like to create an account for the University of Colorado.
6. Enter the required fields on the **Identify yourself** page:
 - First and last names
 - Year
 - Employee ID (Don't know your Employee ID? Call Employee Services at 303-860-4200, option 2, and we will look it up.)
 - Company code: RA5
 - Zip code
 - Social Security number
7. Click the **Next** button.
8. On the next screen, you'll be given a user ID and asked to create a password.
9. Provide answers to three security questions, used to verify your identity if you ever lose access to your account.
10. On the next screen, select **W-2 Services**. This will take you to a new login screen, where you may enter your credentials and access your form.

Note:

- The ADP portal supports all major Web browsers that have been upgraded to the newest versions (9 or newer for Internet Explorer, versions 40 and newer for Chrome and Firefox, and versions 6 and newer for Safari).
- If you get locked out of your session while trying to register, please close and reopen your Web browser.
- If you've successfully registered but get locked out following too many failed login attempts, you may retry after one hour.