



You may now access your 2023 W-2 through our new W-2 provider ADP. Through ADP, our W-2 provider, we offer you access to your W-2 forms 24 hours per day, 7 days a week. This service is available for all employees who have consented to electronic delivery and for reprints for employees need additional copies of the 2023 W-2.

Also starting with your 2023 W2, you will be able to import your W2 data into your tax software (if your software has this feature).

Register today to access your electronic W-2 on ADP Website.

***How to Register on ADP W-2 Services:***

1. Go to <https://my.adp.com>.
2. Click “Register Now”.
3. Enter the **Registration Pass Code** which is: **csuohio-W2**
4. Enter your Name and select **W-2 Services** as the Service.
5. The following information is required for validation purposes:
  - Full Social Security Number
  - Employee ID #
  - **Company Code (7P5)**
  - Employee Zip Code
  - Tax Year

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. **Once you have completed the registration process, you should “Bookmark” or “Add to your Favorites” the new URL, <https://my.adp.com>.**