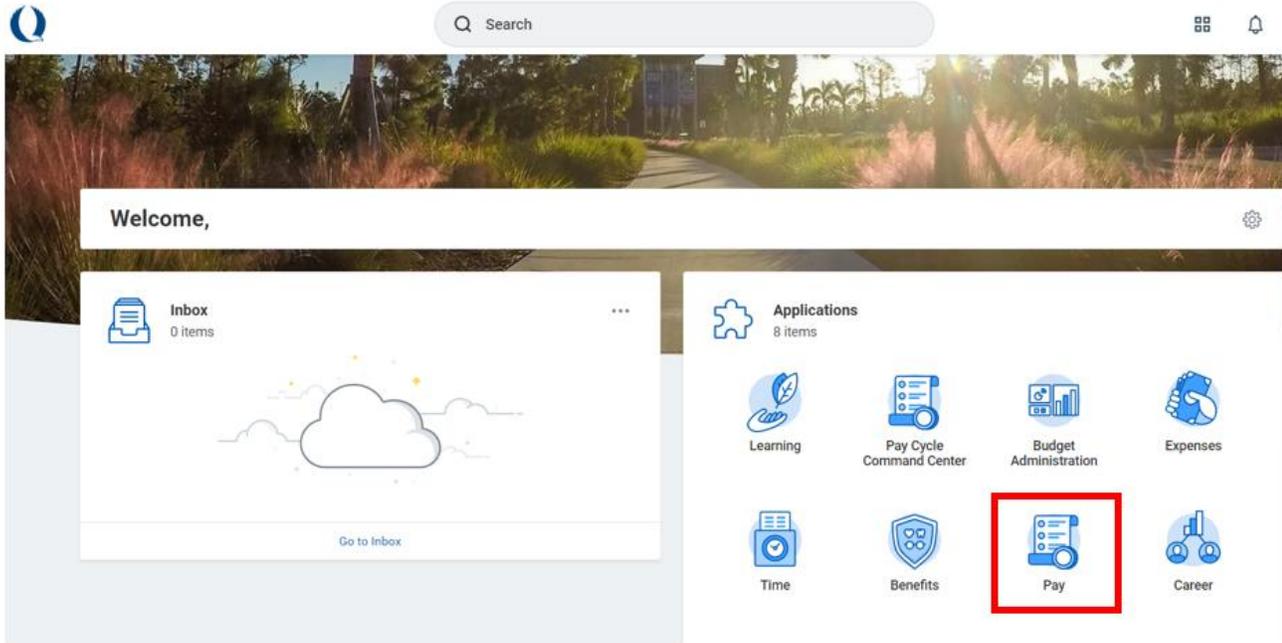


# How to Access an Electronic FGCU W-2 Tax Statement:

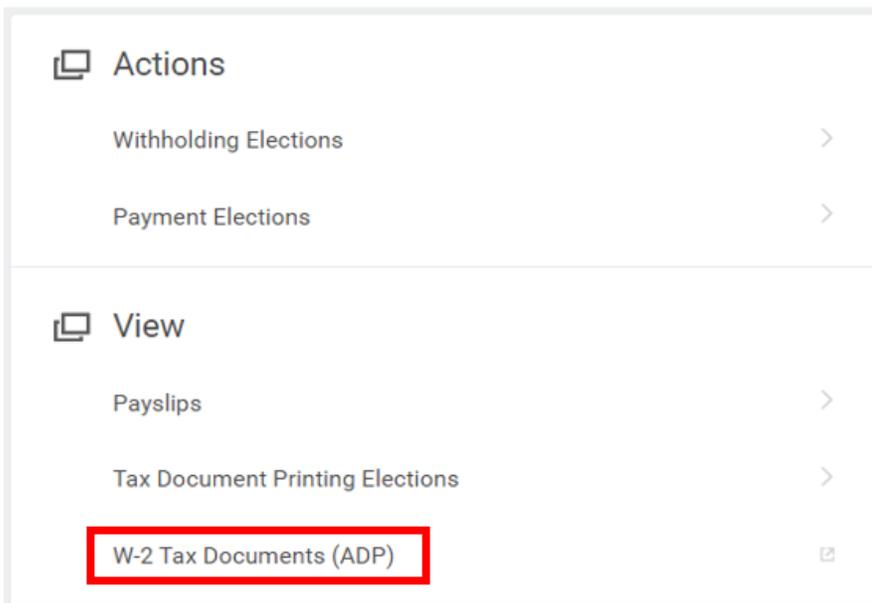
Form W-2 is available through our W-2 provider, ADP. There are two ways to access the W-2, which depend on your current employment status.

## Current Employees:

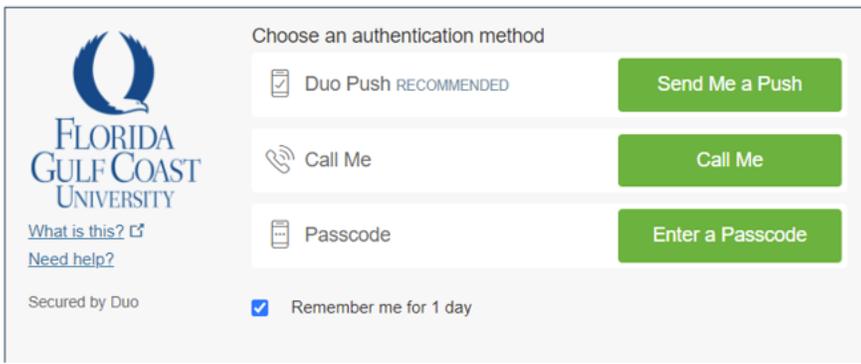
Login to your Workday Account and click on the Pay Icon on Workday's landing page.



Click on W-2 Tax Documents (ADP).



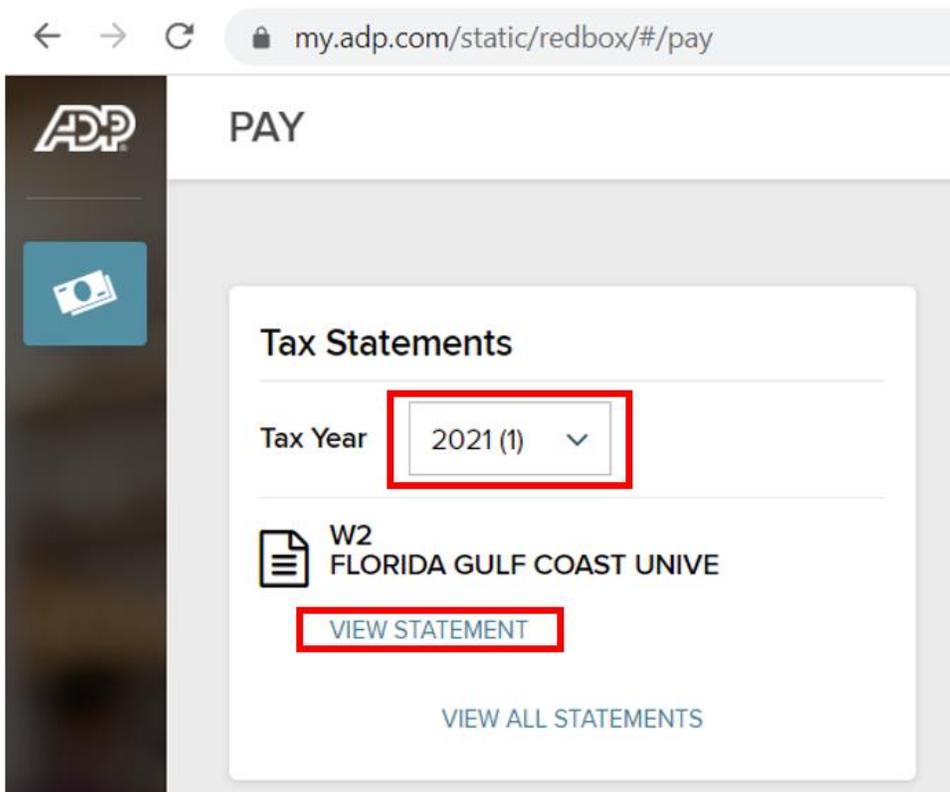
Perform FGCU Duo Authentication Process.



The image shows a Duo authentication interface for Florida Gulf Coast University. On the left is the university's logo and name. The main area is titled "Choose an authentication method" and contains three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a "Remember me for 1 day" checkbox which is checked, and the text "Secured by Duo".

You will be directed to the myadp.com website.

Choose the Tax Year in the drop down menu and click View Statement.



The image shows a screenshot of the myadp.com website. The browser address bar shows "my.adp.com/static/redbox/#/pay". The page has a dark sidebar with the ADP logo and a blue icon of a dollar bill. The main content area is titled "PAY" and "Tax Statements". Under "Tax Statements", there is a "Tax Year" dropdown menu currently set to "2021 (1)", which is highlighted with a red box. Below this, there is a document icon and the text "W2 FLORIDA GULF COAST UNIVE". A "VIEW STATEMENT" button is highlighted with a red box. At the bottom of the section is a "VIEW ALL STATEMENTS" link.

ADP's Security Checkpoint may require a security code be sent to you. Select how you want to receive your security code by clicking the icon on the right.

**Security Checkpoint**

**We're keeping your info safe.**  
For your protection and to prevent fraud, please authorize this transaction.

Select how you want to receive your security code.

**Send me a text message to**  
.....3580

**Send me an email to**  
s.....5@yahoo.com

**Call me at**

The text message and email options are highlighted with a red box.

ADP will send you a security code. Enter it in the box and click Submit Code.

**Security Checkpoint**

Security code has been sent to .....3580. It should arrive within a few moments.

**ENTER SECURITY CODE**  
471028

Resend Security Code

**SUBMIT CODE**

The input field and the submit button are highlighted with a red box.

Tax Statement will appear. Click print or download icons to print or save your Statement (Note: you may need to adjust your printer settings to allow the document to fit on the page.)

**Statement for 2021**

<BACK

Tax Year: 2021 Form Type: W2

1 of 2

**PRINT** **DOWNLOAD**

AutoPay output documents

1 / 2 | 100% | [Icons]

**2021 W-2 and EARNINGS SUMMARY**

Employee	Reference	Copy
<b>W-2</b>	Wage and Tax Statement	<b>2021</b>
<small>Copy C for employer's records</small>		
<small>a Control number</small>	<small>Dept.</small>	<small>Emp. No. - 15452008</small>
000001283 URP	CHE5	1519
<small>c Employer's name, address, and ZIP code</small>		
FLORIDA GULF COAST UNIVERSITY 10051 FCGU BLVD S FORT MYERS, FL 33965		
<small>d Employer's name, address, and ZIP code</small>		

## Former Employees:

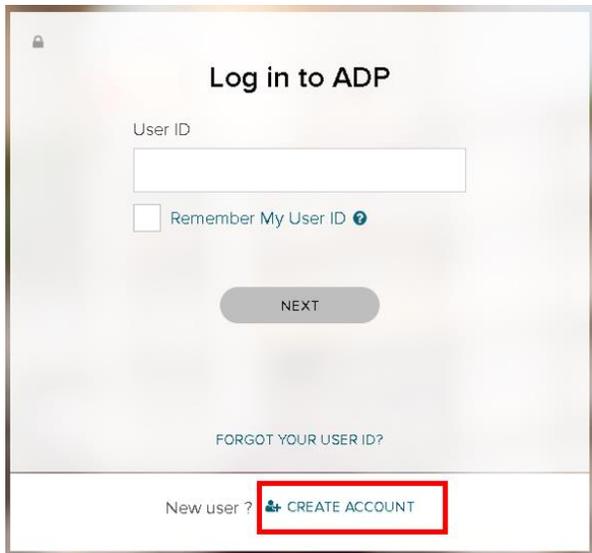
If you have previously registered with ADP W-2 Services for FGCU, skip to Step 2.

If you have not previously registered with ADP W-2 Services, you will need to register with ADP Services to obtain a Username and Password as detailed in Step 1.

(Former employees should also receive a paper copy mailed to their address on file.)

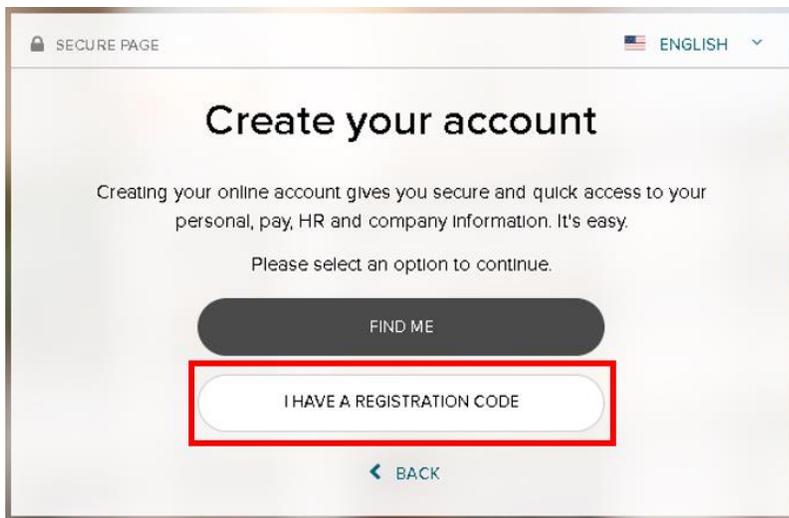
### STEP 1:

Go to <https://my.adp.com> and Click "Create Account."



The screenshot shows the "Log in to ADP" page. It features a "User ID" input field, a "Remember My User ID" checkbox, a "NEXT" button, and a "FORGOT YOUR USER ID?" link. At the bottom, there is a "New user?" link and a "CREATE ACCOUNT" button, which is highlighted with a red box.

Select "I have a Registration Code."



The screenshot shows the "Create your account" page. It includes a "SECURE PAGE" header, a language selector set to "ENGLISH", and a "CREATE your account" title. Below the title, there is a message: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." followed by "Please select an option to continue." There are two buttons: "FIND ME" and "I HAVE A REGISTRATION CODE", with the latter highlighted by a red box. A "BACK" button is located at the bottom.

Enter the Registration Pass Code which is: **FloridaGCU-W2**. Click Continue.

The screenshot shows a 'SECURE PAGE' with a progress indicator at the top. The first step, 'Enter Code', is active. The main heading is 'Enter registration code'. Below it is a text input field labeled 'Registration code' containing the text 'FloridaGCU-W2'. A 'CONTINUE' button is positioned below the input field, and a 'BACK' button is at the bottom. Red boxes highlight the input field and the 'CONTINUE' button.

Enter your First and Last Name, Full Social Security Number (no dashes), and Date of Birth. Click Continue.

The screenshot shows the 'SECURE PAGE' with the progress indicator. The second step, 'Identity Info', is active. The main heading is 'Let's get started'. Below it is the text: 'First, we'll need your information so that we can create your account with Florida Gulf Coast University'. There are four input fields: 'First name', 'Last name', 'SSN, EIN, or ITIN', and 'Birth month, day, and year'. The 'Birth month, day, and year' field consists of three dropdown menus labeled 'Month', 'Day', and 'Year'. A 'CONTINUE' button is located at the bottom. Red boxes highlight each of the four input fields and the 'CONTINUE' button.

ADP requires a security code be sent to you to verify your identity. Select how you want to receive your security code by clicking the arrow on the right.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top. The progress bar has four steps: 'Enter Code', 'Identity Info' (which is the current step and has a solid blue circle), 'Contact Info', and 'Create Account'. Below the progress bar, the heading 'We found you' is displayed. Underneath, it says 'Select an option to verify your identity.' There are three options listed, each with a right-pointing arrow: 'Send me an email' (with an envelope icon and email address d.....n@fgcu.edu), 'Verify me using my mobile number' (with a plus icon and '(US only)'), and 'Ask me few identity questions' (with a speech bubble icon). A red rectangular box highlights the right-pointing arrows of all three options.

After verifying your identity, update your contact information and click continue. (Note: We recommend providing ADP with your personal email rather than your FGCU email so you will have access to your information indefinitely.)

The screenshot shows the 'SECURE PAGE' with the progress bar now highlighting 'Contact Info' with a solid blue circle. The heading 'Help us protect your account' is displayed. Below it, the text reads: '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.' There are two input fields, both highlighted with red boxes. The first is 'Email\*' with a dropdown menu set to 'Work' and the text 'i@fgcu.edu'. The second is 'Phone\*' with a dropdown menu set to 'Personal, Mobile', a country code dropdown set to 'US', and a plus sign followed by '1'. Below these fields is a link that says 'ADD BACKUP CONTACT INFORMATION'. At the bottom, there is a 'CONTINUE' button, also highlighted with a red box.

Select a unique password. Your password must contain between 8 and 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned an ADP system-generated User ID. **Be sure to remember your ADP User ID and password.**

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

One more step,

Let's set up the login information for your account with **Florida Gulf Coast University**

Your UserId: @FloridaGCU

Create Password \*

Confirm Password \*

Accept Terms and Conditions

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

CREATE YOUR ACCOUNT

Once Registration is complete, you can Login with your username and password to access the Tax Statement.

## STEP 2:

Login to <https://myadp.com> using your Username and Password as follows:

Log in to ADP

User ID

@FloridaGCU

Remember My User ID ?

Password

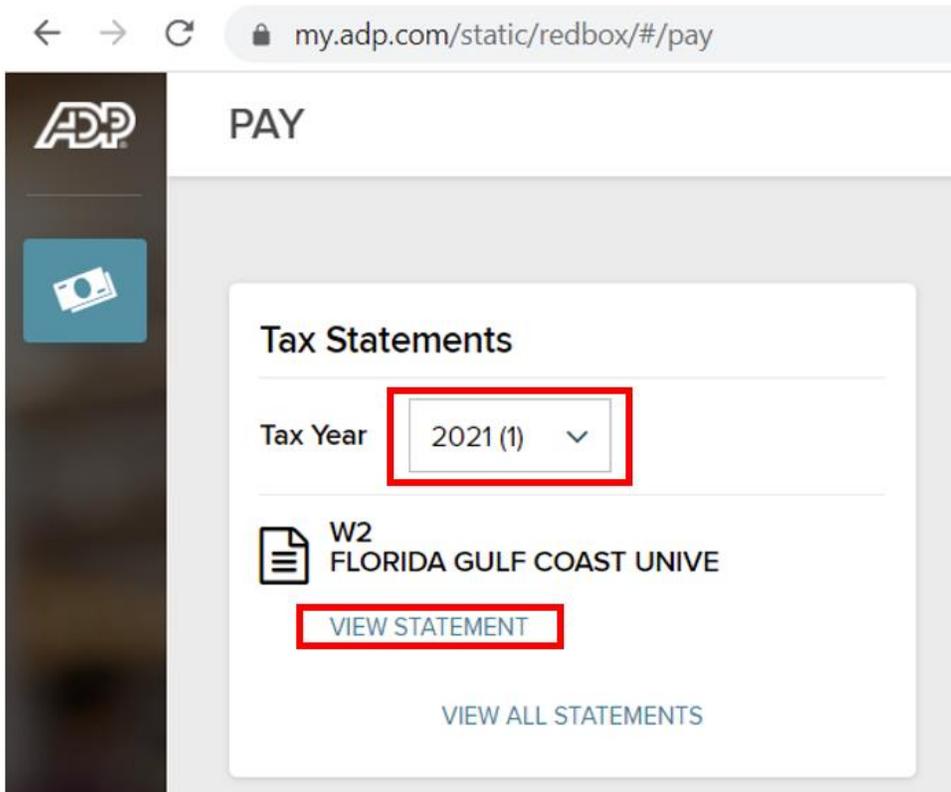
.....

SIGN IN

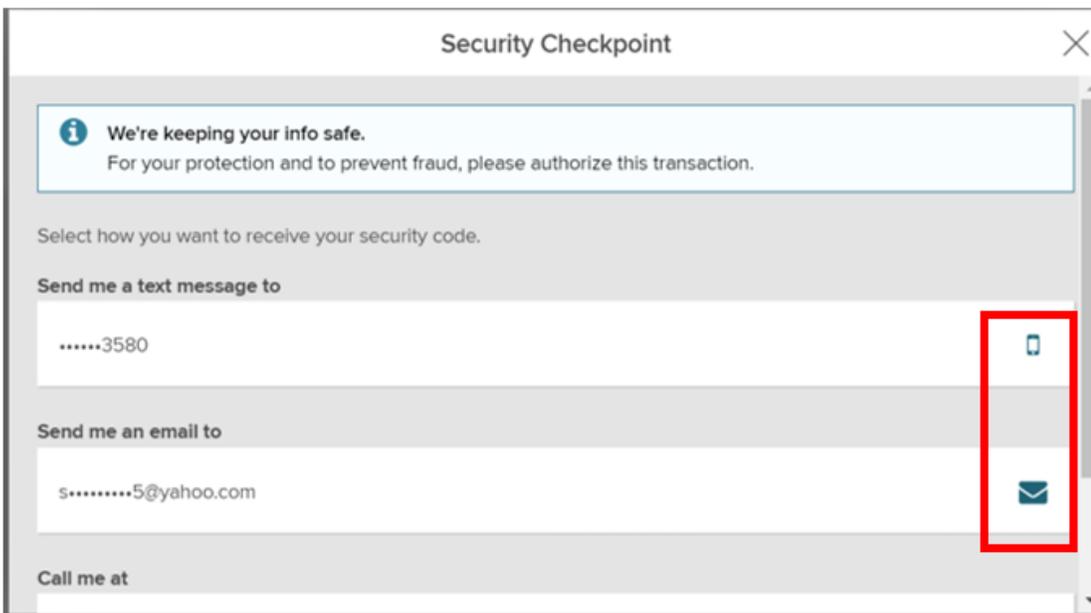
FORGOT YOUR PASSWORD?

New user ? CREATE ACCOUNT

Choose the Tax Year in the drop down menu and click View Statement



ADP's Security Checkpoint requires a security code be sent to you. Select how you want to receive your security code by clicking the icon on the right.



ADP will send you a security code. Enter it in the box and click Submit Code

Security Checkpoint

Security code has been sent to .....3580. It should arrive within a few moments.

ENTER SECURITY CODE

471028

Resend Security Code

SUBMIT CODE

Tax Statement will appear. Click print or download icons to print or save your Statement (Note: you may need to adjust your printer settings to allow your document to fit on the page.)

<BACK

Statement for 2021

Tax Year: 2021 Form Type: W2

1 of 2

PRINT DOWNLOAD

AutoPay output documents

1 / 2 | 100%

### 2021 W-2 and EARNINGS SUMMARY

Employee	Reference	Copy
<b>W-2</b>	Wage and Tax Statement	<b>2021</b>
<small>Copy C for employer's records</small>		
<small>OMB No. 1545-0048</small>		
<small>d. Control number</small>	<small>Dept.</small>	<small>Corp.</small>
0000001263 URP		CHES
<small>Employer use only</small>		
<small>e. Employer's name, address, and ZIP code</small>		
FLORIDA GULF COAST UNIVERSITY 10501 FGCU BLVD S FORT MYERS, FL 33965		
<small>f. Employee's name, address, and ZIP code</small>		