

ADP Employee Registration Quick Reference Card



TrueBlue One-Time Registration to Get Your W-2

TrueBlue's family of companies include: PeopleReady, SIMOS, SMX, Staff Management, Centerline, PeopleScout, RenewableWorks, and TrueBlue.

Welcome! Register with ADP between November 24th, and December 31st, unless you worked for us last year, then you can register today.

The first step is to set up your account. Let's get started!

1. Sign on to the ADP service website, <https://myadp.com>
2. Select Register Now on the screen

3. Select Find Me and answer the questions as prompted.

4. Follow the prompts and answer the identity questions to set up your USER ID and Password.
5. If you cannot log on using the steps above, go back to Step 2 and select the I Have a Registration Code option.
6. Enter the Organizational Registration code: **TrueB-W2** (tip: be sure to add dash in between)

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7. Follow the prompts to confirm your identity, such as: First name, Last name, Date of birth, and SSN.
 - a. If prompted, add your primary contact information, a frequently used email address, and mobile number to receive account notifications. This information is also used to verify and confirm your identity, when needed.
8. Make note of the assigned User ID on the screen, then set a strong password to complete the registration process for your ADP service account.
9. **Then, GO GREEN** by logging into your account and selecting Go Paperless, to receive your W-2 early.



Congratulations, you are now set up! When W-2's are available, use your User ID and Password to log in to your account at: <https://my.adp.com/>.

To stay connected with your information, download the ADP Mobile Solutions App and get early access your W-2 on the go!



Important Dates:

One-time registration: from Sun 11/24/2025 to Sun 12/31/2025.

- W-2's available online and in the ADP Mobile Solutions app: Wed 01/31/2026
- W-2's mailed, if you did not register before Sat 12/31/2025: Mailing begins 01/31/2026, allow time for delivery

If you still need help accessing your W-2, please contact our W-2 Call Center at 1 (800) 722-5840. Open Monday through Friday from 8 A.M. to 5 P.M. {Central Time}.

If you forget your login information, use the Forgot User ID/Forgot Password link on the ADP service website to complete a quick verification and recover your information: <https://my.adp.com>