



ADP W-2 Registration FAQ - Employee Guide

Follow the below steps to register with ADP (<https://my.adp.com>) to view, download, or print your W-2 online.

Refer to the last page for Frequently Asked Questions (FAQ).

Follow one of the below accordingly:

- **Existing User-** You know your User ID and Password
- **Forgot User ID-** You forgot your User ID
- **Password Reset-** You forgot your password
- **New User-** Create an account

Existing User

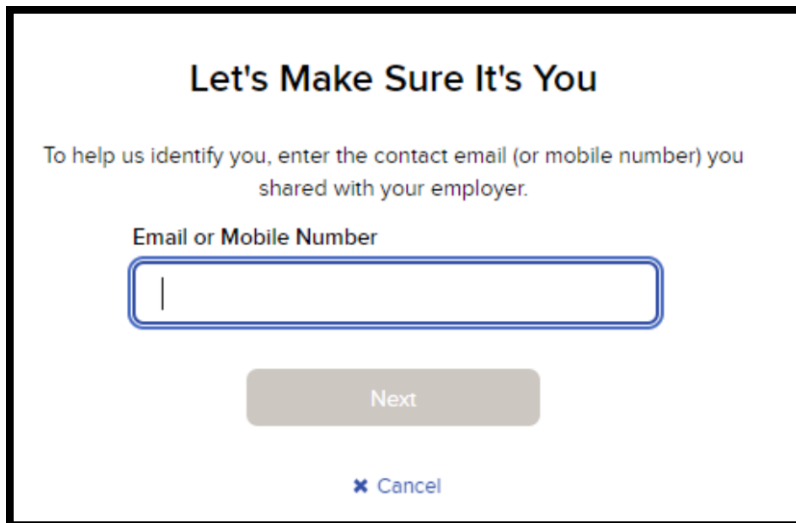
- 1) Enter in your User ID (ending in @APR1) **Example: JSmith@APR1**
- 2) Enter in your Password
- 3) Click Sign in
- 4) Under Tax Statements click view statement to download or print your W2

Forgot User ID

- 1) Click on Forgot your User ID?
- 2) Enter your first name and last name
- 3) Choose either email or mobile phone and enter accordingly
- 4) Click next
- 5) You may be prompted to Enter your last 4 of your SSN for verification, if not skip to step 7 below
- 6) Click Next
- 7) User ID will be displayed ending in @APR1
- 8) Click Sign in
- 9) Click Next
- 10) Enter your password
- 11) Under Tax Statements click view statement to download or print your W2

Password Reset

1. Enter in your User ID (ending in @APR1)
2. Click on Forgot Password
3. Enter in your Email or Mobile Number



Let's Make Sure It's You

To help us identify you, enter the contact email (or mobile number) you shared with your employer.

Email or Mobile Number

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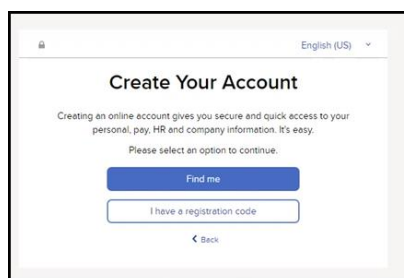
Next

✕ Cancel

4. Click Next
5. Select a method for verification to be sent (Text or Email)
6. Once you receive the verification code enter the verification code on the site
7. Click Submit
8. Enter your new password and confirm the password
9. Click Submit
10. Click Sign In
11. Under Tax Statements click view statement to download or print your W2

New User

- 1) Click on Create account at the bottom next to New user?
- 2) Select one of the following two options:



English (US) ▼

Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

Find me

I have a registration code

◀ Back



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a. Find Me

- i. Select one of the below
 - a. Select Email or Mobile Number
 - b. Your Information

NOTE: if you no longer have the same email address and/or phone number from when you worked with us or you are not sure, click on the "Your Information"
- ii. Enter your information accordingly and you will be sent a verification code by that method (phone or Email)
- iii. Enter the verification code and click continue
- iv. Provide your Email or Phone Number and click continue
- v. Create a password, confirm the password, agree to the terms and click create your account
- vi. Click on MyADP
- vii. Enter your User ID (ending in @APR1)
- viii. Click Next
- ix. Enter your password
- x. Click Sign In
- xi. Under Tax Statements click view statement to download or print your W2

b. I have a registration code

- i. Enter the registration code APR1-TAX and click Continue
- ii. Provide the requested information and click continue
- iii. Follow the prompts to finish the registration process
- iv. ADP should say "we found your account" click Sign in
- v. User ID will be populated
 1. If you don't have your password, click on forgot password and follow the prompts
- vi. Enter your password
- vii. Click Sign-in
- viii. Under Tax Statements click view statement to download or print your W2.



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Frequently Asked Questions

- **Where do I access my W-2s?**
 - Online through ADP at <https://my.adp.com>
- **I work for Pizza Hut, Wendy's, Taco Bell, Panera, or Arby's, but ADP indicates that I am setup for an account with Apple America, is this correct?**
 - Yes, this is correct, Apple American Group is the main company ID used by ADP for all Flynn Restaurant Group brands.
- **If I registered last year, do I need to re-register?**
 - No. You can log in with your User ID from last year.
- **If I worked for a previous employer that also used ADP, will I need to re-register?**
 - Yes, you will be required to register for a Flynn Restaurant Group account.
- **After I register on the ADP portal, what is my next step?**
 - After registering, your W-2s appear under the heading "Tax Statements".
 - **Keep your User ID and password. Your User ID and password are required each time you log in to ADP.**
- **I recently changed my address, what zip code should I use when logging in to the ADP portal?**
 - Use the zip code from your last paycheck of the respective tax year.
- **If I opted not to receive my W-2s electronically, what happens?**
 - W-2s will be mailed (post marked) on or before January 31st using the address we have on file as of **your last check date of the respective tax year**. All W-2s will be available online.
- **I am no longer with the company and require my W-2, what should I do?**
 - You can still access the ADP portal to retrieve your W-2s.
- **What if I can't access my W-2 online due to technical issues?**
 - You can request a W-2 reprint form through the Payroll Department at payroll@flynnrg.com
- **If I can't log in, who should I contact?**
 - You should look over the FAQs first; if your concerns are not satisfied, send an email to payroll@flynnrg.com or call the Payroll Department for further assistance (855) 430-7672, prompt 3, and then prompt 1.