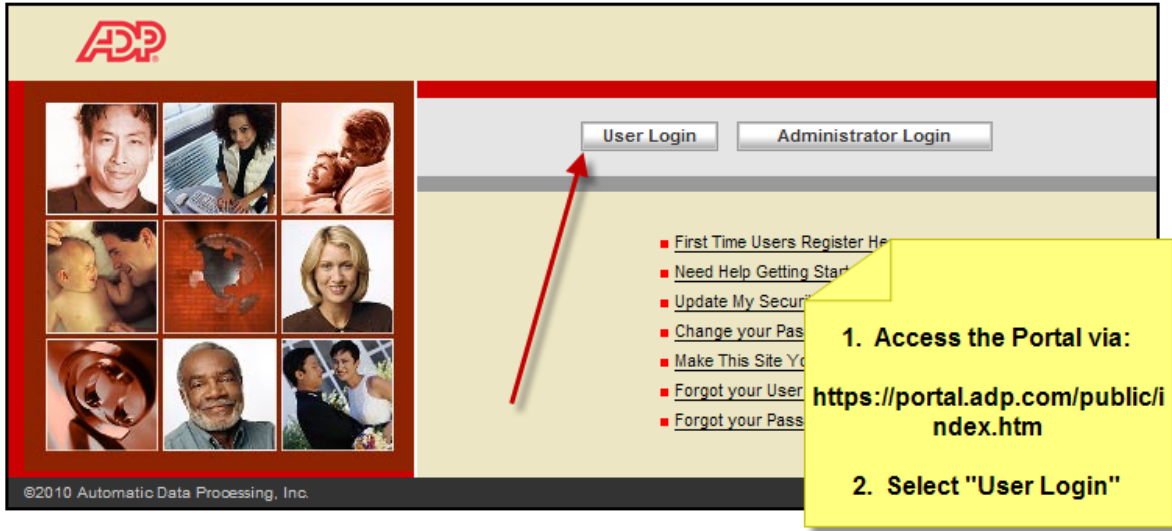


“Go Paperless” for Annual (W-2) Statements

1.



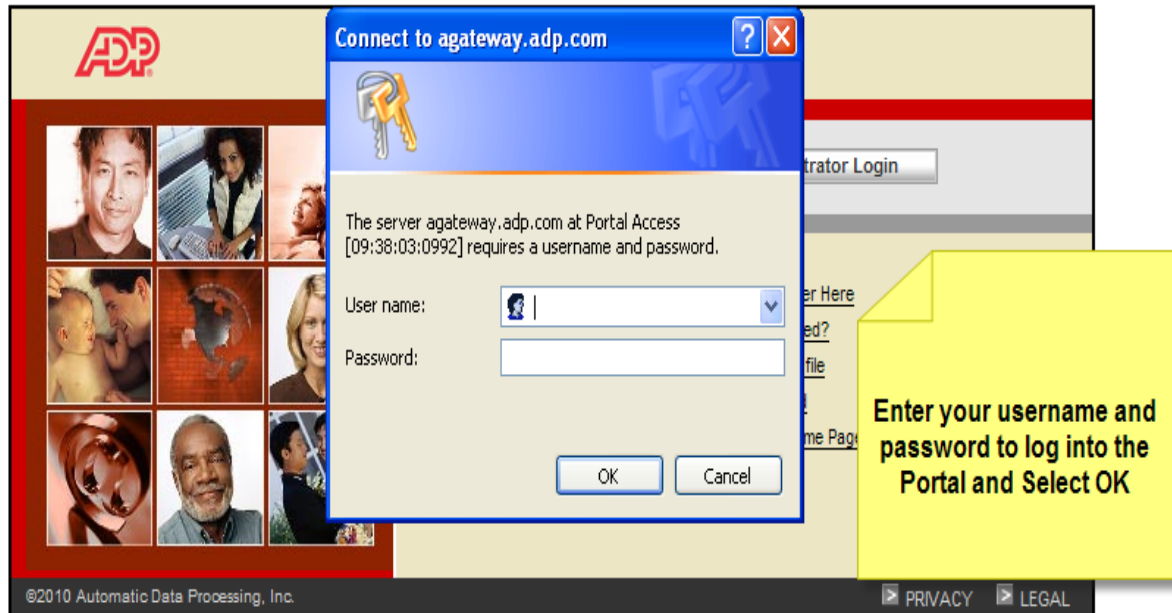
The screenshot shows the ADP portal homepage. On the left is a grid of nine small images. On the right, there are two buttons: "User Login" and "Administrator Login". A red arrow points to the "User Login" button. Below the buttons is a list of links: "First Time Users Register Here", "Need Help Getting Started?", "Update My Security", "Change your Password", "Make This Site Your Home Page", "Forgot your Username", and "Forgot your Password". A yellow sticky note is overlaid on the right side of the page.

1. Access the Portal via:
<https://portal.adp.com/public/index.htm>

2. Select "User Login"

This site requires Microsoft Internet Explorer Version 6.0 or higher.

2.



The screenshot shows the ADP portal homepage with a login dialog box open over the "User Login" button. The dialog box is titled "Connect to gateway.adp.com" and contains a key icon, the text "The server gateway.adp.com at Portal Access [09:38:03:0992] requires a username and password.", and fields for "User name:" and "Password:". There are "OK" and "Cancel" buttons at the bottom. A yellow sticky note is overlaid on the right side of the dialog box.

Enter your username and password to log into the Portal and Select OK

This site requires Microsoft Internet Explorer Version 6.0 or higher.

3.

Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾

What's New

- Welcome
- Pay Statements
- Direct Deposit
- Tax Withholding
- Deductions
- Annual Statements

--Important Direct Deposit

All employees employed prior to 10/1/11 who are receiving their pay by check or pay card will be required to enroll in direct deposit by completing a Direct Deposit Authorization Form. Employees who are currently receiving their pay by direct deposit or pay card will not need to re-enroll. An exemption form to apply for an exemption is October 1, 2011. Once an exemption is granted, you will continue to receive your pay by check or pay card.

The Direct Deposit Authorization Form should be mailed or faxed to the address shown on the Form.

Please click on the following link for direct deposit information and forms: http://www.ssc.usg.edu/index.php?option=com_docman&task=cat_view&qid=136&Itemid=53

Welcome To Your Employee Portal
Your one-stop source for HR/Payroll/Benefits/Time Card information

- To access the eTime system, go to the "Time & Attendance" dropdown and select "Welcome" via the "employee" role
- To access your benefits, select the "Benefits" dropdown via the "employee" role
- To check and update personal information, go to the "Personal Information" dropdown via the "employee" role
- To review or update your tax withholding, direct deposit or to view your pay stubs, select the "Pay & Taxes" dropdown via the "employee" role

For assistance with this system, please contact your local HR department.

Recommended Links

Useful Links:

- [University System of Georgia](#)
- [USG Shared Services Center](#)

Portal Upgrade Information

- [New Portal Navigation Design Overview](#)
- [New Portal Navigation Design Overview Quick Tips](#)
- [ADP Reporting Release 9.02 Product Release Update](#)

After logging in through the Portal, select **"Annual Statements"** on the Pay & Taxes Tab

4.

Annual Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

Annual Statement Summary

This page displays the annual tax forms available for viewing. Click the tax year to view details.

Tax forms remain online for 3 years.

* You will need the Adobe Reader plug-in (*most people already have it*). If you don't have it installed, you can [click here](#) or contact your HR department for assistance.

Select "Go Paperless"

W2

[2010](#)

5.

Annual Statements

?

Go Paperless

You can choose to stop receiving paper copies of your statements and access your statements online only. You may go back to receiving paper statements at anytime.

Read the statement and click the box to accept paperless statements

Access my annual statements (W-2s, W-2Cs and 1099s) online only

By selecting this option, you will access your annual statements (W-2s, W-2Cs and 1099s) online only. You will no longer receive paper copies. After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Change E-mail Address** on the Annual Statements Home page to update your e-mail address.

If your 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your 1099 in order to attach it to any applicable Federal, State, or local income tax return.

Next

Cancel

6.

Annual Statements

?

Go Paperless

You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will be available on the website for 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at anytime.

Access my annual statements (W-2s, W-2Cs and 1099s) online only

By selecting this option, you will access your annual statements (W-2s, W-2Cs and 1099s) online only. You will no longer receive paper copies. After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Change E-mail Address** on the Annual Statements Home page to update your e-mail address.

If your 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your 1099 in order to attach it to any applicable Federal, State, or local income tax return.

Select Next

Next

Cancel

7.

Annual Statements

?

Agreement to Stop Receiving Paper Annual Statements


Click Accept to stop receiving paper statements. Click Cancel to return to the Annual Statement Summary page.

1. By accepting to go paperless, you consent to stop receiving paper annual forms (W-2s, W-2Cs and/or 1099s) and access your forms only on the secure website. Your consent applies to Forms United States W-2, W-2C, Virgin Island W-2, W2-C and/or 1099s Misc. (If you are receiving a Puerto Rico W-2 or a 1099-R, paper will still be sent.)
2. Your consent applies to annual forms furnished every year until that consent is withdrawn.
3. Hardware and Software required: A computer with Internet access, a browser capable of displaying most common internet web pages, and the ability to view your online forms. Note: You will need to confirm your ability to view your online forms on the following page.
4. You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, you will receive a confirmation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a confirmation letter from your employer.

Read the statements and Select "Accept"

Accept Cancel

8.



Please enter the confirmation number shown below into the designated area.

BLUUMGUOXAFJ

Complete your electronic signature by typing the confirmation number shown above in the box at the bottom of the page.

Enter confirmation number here:

Save Cancel

9.

ADP

Please enter the confirmation number shown below into the designated area.

BLUUMGUOXAFJ

Select "Save"

Enter confirmation number here: BLUUMGUOXAFJ

Save Cancel

10.

Annual Statements ?

Thank You

Your annual filing form will remain on the website for 3 years. Click Done to save your settings.

Thank you for choosing to stop receiving paper copies of your annual forms (W-2, W-2Cs and/or 1099) and access these forms on the secure website only.

Reminder: When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.

E-mail Address: jcannida@ssc.usg.edu Edit

Done Cancel

Select "Done" if the default e-mail address provided is OK. This completes your enrollment for paperless W-2s.

OR

Select "Edit" if you would like your notification sent to a different e-mail address - proceed to steps 9 and 10.

11.

Annual Statements

Change Your E-mail Address

Important: Changing this e-mail address affects notification for both pay statements and annual statements

Current E-mail Address:	jcannida@ssc.usg.edu
New E-mail Address:	<input type="text"/>



Input new e-mail address and select "Save"

12.

Annual Statements

?

Thank You

Your annual filing form will remain on the website for 3 years. Click Done to save your settings.

Thank you for choosing to stop receiving paper copies of your annual forms (W-2, W-2Cs and/or 1099) and access these forms on the secure website only.

Reminder: When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.

E-mail Address:	jcannida@ssc.usg.edu	Edit
-----------------	----------------------	----------------------



Select "Done" and this completes your enrollment for paperless W-2s.