

Self Service Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (FirstEnergy's code is FST1-W2) and the URL of your ADP service web site (<https://w2.adp.com>). Be sure to keep them handy.

If you are unsure if you have an account or forget your User ID and/or Password, please click the [Forgot your user ID?](#) And follow the prompts.

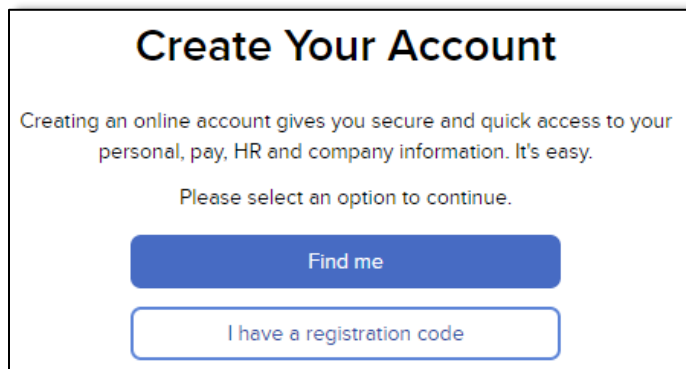
Complete the following steps to register for ADP's W-2 Services product:

1. Go to the <https://w2.adp.com> web site and click **Get started**.



The image shows a screenshot of the 'Sign in to ADP' web form. At the top, it says 'Sign in to ADP'. Below that is a 'User ID' label and a text input field. Under the input field is a checkbox labeled 'Remember User ID' with a small information icon. A 'Next' button is centered below the checkbox. At the bottom of the form, there is a link for 'Forgot your user ID?' and a footer with 'New user ?' and a 'Get started' link.

2. Click ***I have a registration code***.



The image shows a screenshot of the 'Create Your Account' web form. At the top, it says 'Create Your Account'. Below that is a paragraph: 'Creating an 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: a solid blue button labeled 'Find me' and a white button with a blue border labeled 'I have a registration code'.

3. Enter Registration Code: **FST1-W2**. The Registration Code is not case sensitive. Click **Continue**.

The screenshot shows a web form titled "Enter Registration Code". At the top, there is a progress bar with four steps: "Enter Code" (active), "Identity Info", "Contact Info", and "Create Account". Below the title, there is a label "Registration Code" with an information icon. A text input field contains the code "FST1-W2". Below the input field is a blue button labeled "Continue".

4. Enter the information below based on your information with FirstEnergy.

Note: only capitalize the first letter of both your first and last name. Also, do not enter dashes into the social security box.

The screenshot shows a web form titled "Let's Get Started". At the top, there is a progress bar with four steps: "Enter Code", "Identity Info" (active), "Contact Info", and "Create Account". Below the title, there is a sub-header "First, we'll need some information to create your account with First Energy". There are three input fields: "First Name" (with an asterisk and information icon), "Last Name" (with an asterisk and information icon), and "SSN, EIN, or ITIN" (with an asterisk, information icon, and a lock icon). Below the input fields is a grey button labeled "Continue".

Note: Don't be alarmed when you receive a message: **We could not find you.**

You need to click **REGISTER BY SERVICE**.

The screenshot shows a modal dialog box with a red warning icon and the title "We could not find you". The text inside the dialog says: "You can continue to identify yourself using this form, or register for a specific service with a different set of information." At the bottom of the dialog are two buttons: "CLOSE" and "REGISTER BY SERVICE". The background shows the "Let's Get Started" form with the "SSN, EIN, or ITIN" field visible.

You may also be prompted to complete this screen:

A screenshot of a web form for entering employee information. The form has a light blue header with the text "Year of W-2" and a dropdown menu showing "2023". Below this are four input fields: "Control number - Employee ID", "Control number - Company code", "Zip Code", and "Employee's SSA number". Each field has a red asterisk indicating it is required. At the bottom of the form is a grey button labeled "CONTINUE".

Employee ID = SAP/Person Number (*no leading zeros*)

FE Company Code = V28

Zip Code within Empower

Social Security Number

Note: Your employee ID can be located on your pay slip within Empower or you can contact the HR Help Desk at 1-800-543-4654.

5. You will be taken through various screens where you will choose answers that pertain you. Click on the option for how you want to receive an Authentication/Verification Code.

Note: you may be prompted to complete more than one verification method.

A screenshot of a web screen titled "We found you". Below the title is the text "Select an option to verify your identity." There are three options, each with an icon and a right arrow: "Send me a text message" (phone icon), "Send me an email" (envelope icon), and "Verify me using my mobile number" (plus icon) with a note "(US only)". At the top of the screen is a progress bar with four steps: "Enter Code", "Identity Info" (current step), "Contact Info", and "Create Account".

6. Enter the Code you received through your selection from step 6.

A screenshot of a web screen titled "Enter Verification Code". Below the title is the text "We sent a code by text message to ***** (SMS text). This code is valid for 15 minutes." There is a text input field for the "Verification Code". Below the field is a grey "Continue" button and a blue "< Back" link. At the bottom of the screen is a link that says "Didn't receive a code? Request a new code". At the top of the screen is a progress bar with four steps: "Enter Code", "Identity Info" (current step), "Contact Info", and "Create Account".

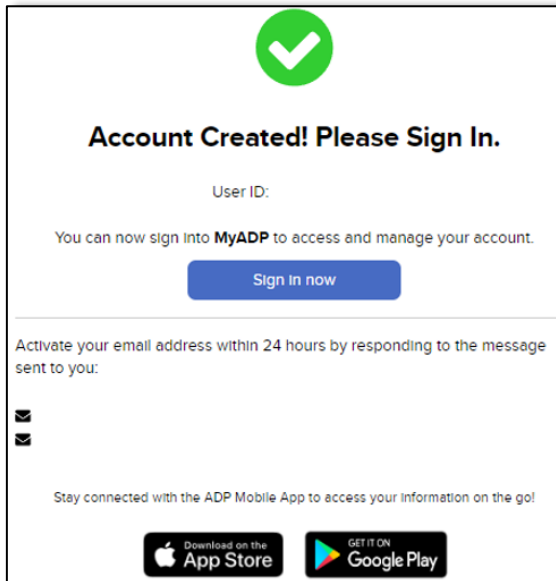
7. Complete the Help Us Protect Your Account section, then click **Continue**.

The screenshot shows a mobile app interface with a progress bar at the top containing four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Contact Info' step is currently active. The main heading is 'Help Us Protect Your Account'. Below this, there is a section for 'Primary Contact Information' with a sub-header explaining the purpose: to receive a verification code. It includes fields for 'Email*' (with a dropdown set to 'Work') and 'Phone*' (with a dropdown set to 'Personal, Mobile' and a country code dropdown set to 'US'). A consent statement follows: 'It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.' with 'Yes' selected. Below this is the 'Backup Contact Information' section, which also has fields for 'Email' (dropdown set to 'Personal') and 'Phone' (dropdown set to 'Work, Mobile' and country code 'US'). A link 'Add new phone' is present. At the bottom is a 'Continue' button.

8. Create a **UserId** and **Password** and Accept the Terms and Conditions by clicking the check box, then click **Create your account**.

The screenshot shows the 'Create Account' step of the mobile app interface. The progress bar at the top shows 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account' (which is active and marked with a checkmark). The heading is 'One more step'. The sub-header says 'Let's set up the login information for your account with First Energy'. There are three input fields: 'Create UserId *', 'Create Password *', and 'Confirm Password *'. Below the password fields is a note: 'Password must be 8 to 64 characters long and contain letters, numbers, and special characters.' Below this is the 'Accept Terms and Conditions' section with a checkbox and the text 'I have read and agree to the Employee Access Terms and Conditions.' At the bottom is a button labeled 'Create your account' with a checkmark icon.

9. Once you register, you will be prompted to **Sign in now**.



Account Created! Please Sign In.

User ID:

You can now sign into **MyADP** to access and manage your account.

[Sign in now](#)

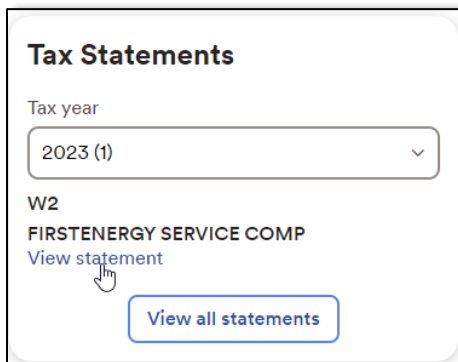
Activate your email address within 24 hours by responding to the message sent to you:

✉
✉

Stay connected with the ADP Mobile App to access your information on the go!

[Download on the App Store](#) [GET IT ON Google Play](#)

10. Within the Tax Statements widget, click the **View statement**.



Tax Statements

Tax year

2023 (1) ▼


W2

FIRSTENERGY SERVICE COMP

[View statement](#)

[View all statements](#)

11. You will be prompted to verify yourself again. Select the method, that you want to receive a authentication/verification code.



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

.....

Send me an email to

.....

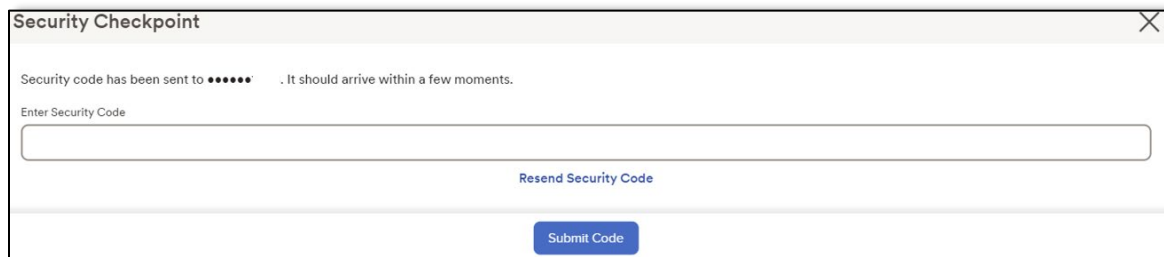
.....

Call me at

.....

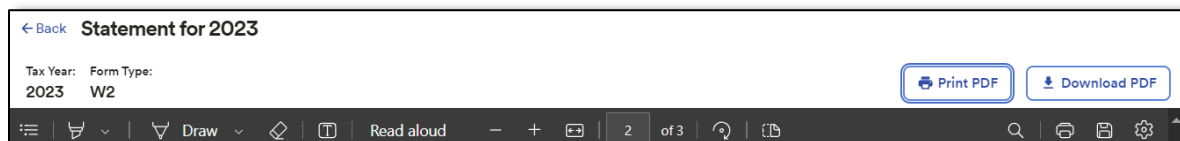
Contact your Systems Administrator if you cannot receive a security code at these points of contact.

12. Enter the Verification code and click **Submit Code**.



A screenshot of a 'Security Checkpoint' dialog box. The title bar says 'Security Checkpoint' with a close button. The main text reads: 'Security code has been sent to [REDACTED]. It should arrive within a few moments.' Below this is a label 'Enter Security Code' followed by a large text input field. Under the input field is a blue link 'Resend Security Code'. At the bottom center is a blue button labeled 'Submit Code'.

13. Your tax form will appear to print, save or download.



A screenshot of a PDF viewer displaying a 'Statement for 2023'. The top left has a back arrow and the title 'Statement for 2023'. Below the title, it shows 'Tax Year: 2023' and 'Form Type: W2'. On the top right are two buttons: 'Print PDF' and 'Download PDF'. The bottom of the screen shows a dark toolbar with various icons for navigation and editing, including a 'Read aloud' button. The page indicator shows '2 of 3'.

For further assistance, please submit an HR Help Desk Service Request within Empower.
By selecting the Category **Payroll > W2/1099** will allow us to quickly escalate your service request.