When Shared Services has all W-2s prepared, you will be able to print them out by entering your account on the ADP website.

From the VSU Homepage

- Move your cursor over the **Faculty and Staff** entry in the left menu of the VSU Home Page (**do not click**).
- Move cursor over the **Shared Services/ADP** option and click.

Click on the **ADP Login** menu option listed in the Main Menu on the left of the Shared Services/ADP web page.

**Continued on Next Page**
Click on the **User Login** button on the ADP web site.

Enter your **ADP User Name** and **Password** in the login box and click **OK** to enter your ADP account.

Click on the **Pay & Taxes** tab listed at the top of your ADP account page and then click on the **Annual Statements** option from the drop-down list.

A link to your available W-2s will appear in the area shown. Click on the year link to view your desired W-2 and choose print to create a copy or copies of your document.

**Note:** If no link appears, your W-2 is not ready for downloading. Tax forms remain online for 3 years as noted in the highlighted area in the image above.