



# Self Service Registration

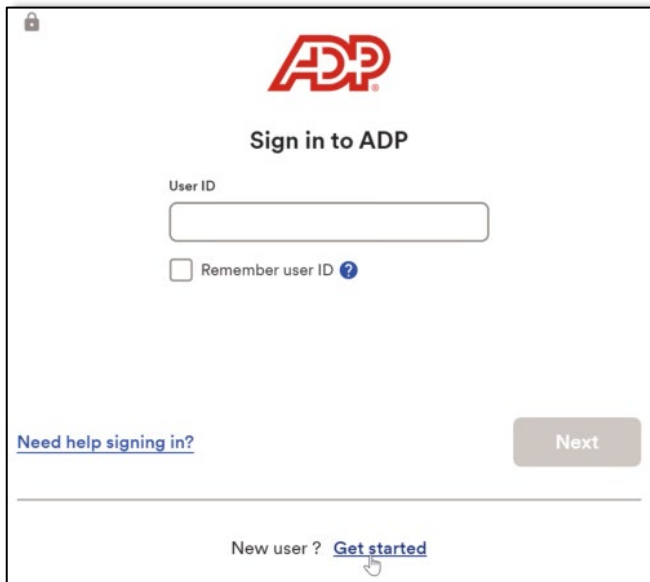
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

**You will need your registration code (FirstEnergy's code is **FST1-W2**) and the URL of your ADP service web site (<https://my.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.

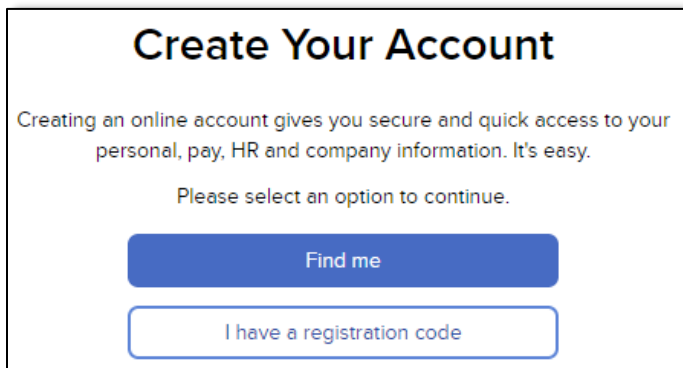
Complete the following steps to register for ADP's W-2 Services product:

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



The screenshot shows the ADP sign-in interface. At the top is the ADP logo and the text "Sign in to ADP". Below this is a "User ID" label and a text input field. Underneath the input field is a checkbox labeled "Remember user ID" with a question mark icon. At the bottom left, there is a link "Need help signing in?". At the bottom right, there is a "Next" button. At the very bottom, there is a link "New user? Get started" with a mouse cursor pointing to it.

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



The screenshot shows the "Create Your Account" page. The title is "Create Your Account". Below the title is a paragraph: "Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Below that is the instruction "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 progress bar at the top with four steps: 'Enter Code' (active), 'Identity Info', 'Contact Info', and 'Create Account'. The main heading is 'Enter Registration Code'. Below it is a label 'Registration Code' with an information icon. A text input field contains 'FST1-W2'. A blue 'Continue' button is at the bottom.

4. Enter the information below based on your information with FirstEnergy. **DO NOT** close the warning message, *We Could not find you*. Click **REGISTER BY SERVICE**

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 progress bar at the top with four steps: 'Enter Code', 'Identity Info' (active), 'Contact Info', and 'Create Account'. The main heading is 'Let's Get Started'. Below it is the text 'First, we'll need some information to create your account with First Energy'. There are three input fields: 'First Name' with a note 'ONLY capitalize the first letter of First Name', 'Last Name' with a note 'ONLY capitalize the first letter of Last Name', and 'SSN, EIN, or ITIN' with a note 'DO NOT enter dashes' and a lock icon. A grey 'Continue' button is at the bottom.

The screenshot shows a warning message overlay with a red border. The text reads: 'Note: Don't be alarmed when you receive a message: **We could not find you.** You need to click **REGISTER BY SERVICE**.' Below the text is a grey box with a red warning icon and the text 'We could not find you'. Below that is the text 'You can continue to identify yourself using this form, or register for a specific service with a different set of information.' At the bottom are two buttons: 'CLOSE' and 'REGISTER BY SERVICE'. Below the overlay, the 'SSN, EIN, or ITIN' label and information icon are visible.

You may also be prompted to complete this screen:

Identify yourself

First name\*

Last name\*

Service name and document\*  
W2 Services

VIEW SAMPLE DOCUMENTS

Year of W-2\*  
2024

Control number - Employee ID\*

Control number - Company code\*  
V28

Zip Code\*

Employee's SSA number\*

Continue

**Control number – Employee ID:** SAP/Person number (*no leading zeros*)

**Control number – Company Code:** V28

**Zip Code:** Must match your address within Empower

**SSA:** Is your 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.

We found you

Select an option to verify your identity.

Send me a text message >

Send me an email >

Verify me using my mobile number >  
(US only)

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

Enter Code   Identity Info   Contact Info   Create Account

### Enter Verification Code

We sent a code by text message to ..... (SMS text).  
This code is valid for 15 minutes.

Verification Code

Continue

< Back

Didn't receive a code? Request a new code

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

Enter Code   Identity Info   Contact Info   Create Account

### Help Us Protect Your Account

**Primary Contact Information** Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email\*

Work  

Phone\*

Personal, Mobile   US -

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. [↗](#)

Yes    No

**Backup Contact Information** Add additional email/phone where you can be reached.

Email

Personal  

Phone

Work, Mobile   US - +1

[Add new phone](#)

Continue

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

Enter Code    Identity Info    Contact Info    **Create Account**

## One more step

Let's set up the login information for your account with **First Energy**

Create Userid \* ⓘ

Create Password \*

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password \*

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

✓ Create your account

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

## Step 2: Viewing your W-2

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



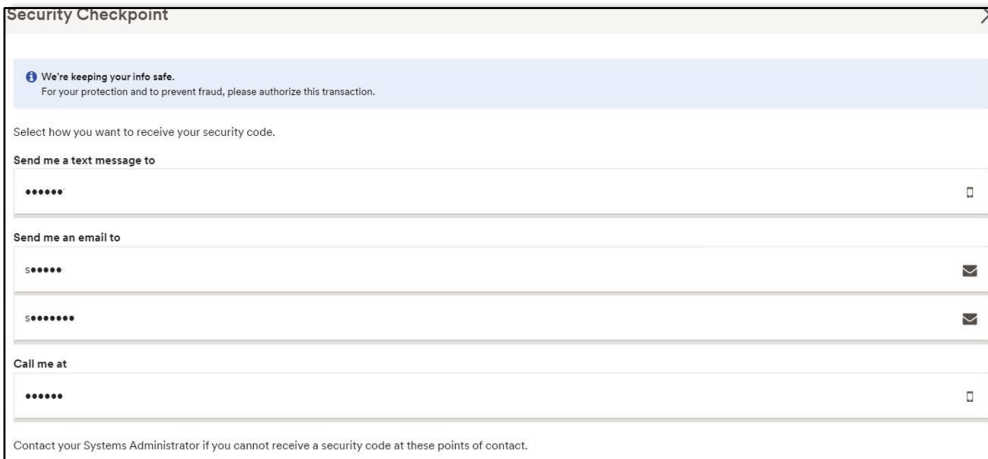
**Tax Statements**

Tax year  
2024

W2  
FIRSTENERGY SERVICE COMP  
[View statement](#)

[View all statements](#)

2. You will be prompted to verify yourself again. Select the method, that you want to receive an 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.

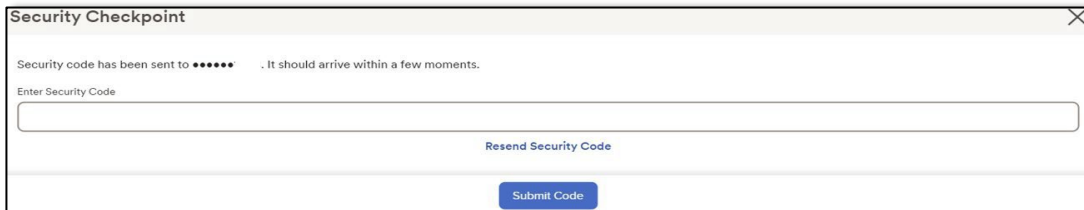
Send me a text message to  
\*\*\*\*\*

Send me an email to  
s\*\*\*\*\*  
s\*\*\*\*\*

Call me at  
\*\*\*\*\*

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

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



Security Checkpoint

Security code has been sent to \*\*\*\*\* . It should arrive within a few moments.

Enter Security Code

Resend Security Code

[Submit Code](#)

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



[← Back](#) **Statement for 2023**

Tax Year: 2023 Form Type: W2

[Print PDF](#) [Download PDF](#)

Read aloud 2 of 3

### Need Additional Help?

Please submit an HR Help Desk Service Request within Empower.