W-2 FORMS – ONLINE ACCESS INSTRUCTIONS

W-2 Forms are available online for 3 years. To access your W-2 Form, determine if you are a "First Time User" or if you have "Already Registered" and follow the applicable instructions below. If you are not able to access the ADP website or experience issues registering, please call the RR Donnelley Help Desk at 1-800-RRD-HELP (1-800-773-4357).

FIRST TIME USER (never viewed your RRD W-2 Form from the previous 3 years in the ADP website):

- Click on the **W-2 Statements** link on the HR Xpress log-on page or go to https://w2.adp.com.
- Click on the **"Register Now"** link and complete the registration process.
- The Registration Pass Code is **RRDON-W2**. *(NOTE: All characters in this pass code are upper case letters with the exception of the number 2.)*
- **Verify Your Identity** by entering your personal information:
    - ➢ Select **"W2 Services"** from the "Service" drop down menu.
    - ➢ Your **"Control number - Employee ID"** is your RRD employee number. Remember -- numbers only and drop the leading zero (if you have one).
    - ➢ The "**Control number - Company Code**" is **V3L**.
    - ➢ **Home Zip/Postal Code** is your 5-digit zip code.
    - ➢ **Select applicable tax year from th**e "Tax Year" drop down menu.
- **Your User ID will automatically appear on the screen** and you will also receive an email from SecurityServices_NoReply@ADP.com that contains your User ID. **Your User ID must end in @RRDON**.
- **Create Your Password**. Passwords are case sensitive, must be at least 8 characters long and contain at least one letter and one number.
- **Select Security Questions and Answers.** Answers provided are used for resetting your password or retrieving your User ID, in the event you forget.
- **Enter Your Email Address** – You must provide either a work email address or a personal email address. You will receive an email containing your Activation Code.
- After Registration is completed, you will be redirected to the W-2 home page and will log in using your User ID (assigned to you by the ADP System) and the Password that you created.

ALREADY REGISTERED (previously viewed your RRD W-2 Form from the previous 3 years in the ADP website):

- Click on the **W-2 Statements** link on the HR Xpress log-on page or go to https://w2.adp.com.
- Click on **"Login"**.
- Enter your ADP assigned User ID that ends with **@RRDON**. (If you don't know what your User ID is, click on **"Forgot User ID?"** and provide the requested information. Your User ID will be displayed on the screen.) **IMPORTANT NOTE:** Your User ID must end in **@RRDON**. If your User ID ends in something other than **@RRDON**, **you must register using "FIRST TIME USER" instructions above**.
- Enter your password. (If you don't know what your password is, click on **"Forgot Password?"** and provide the requested information. You will be prompted to create a new password.)

SECURITY:

- After three unsuccessful attempts to access the site, you will be locked out for approximately one hour before your account is reset
- If you have three unsuccessful attempts through the "Forgot Password" link, you will be locked out from the link for 24 hours before your account is reset