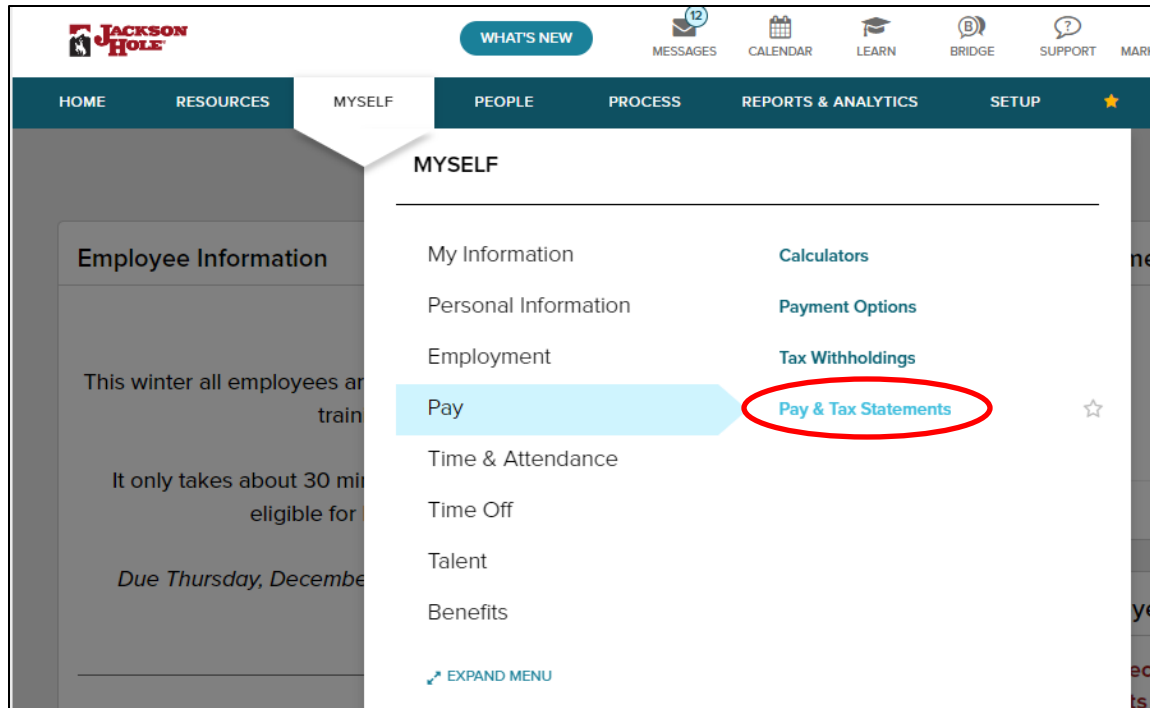


How to Access your W2 – Web Version

1. Please visit workforcenow.adp.com and sign in using your login and password. If you have not registered your ADP account, follow the directions [here](#).
2. Go to the “Myself” tab and find the “Pay” option from the drop-down box. Select “Pay & Tax Statements” on the right side.



3. On the right-hand side of the page are the Tax Statements. Use the drop-down to select the year you need (The most recent year statements appear first). When you have the year and document you are looking for click “View Statement”.

If you have other documents such as 1095s you can also view them in the Tax Statements box using the same instructions below. ADP keeps W2s and other tax documents on file for the past 3 years.

4. A pop-up will open prompting you to validate your information before you can view the document.
5. Once verified, your document will pop up in that same window. You can either print or download your document directly from this page.

If your document is not available on ADP or if you have any questions, please reach out to hr@jacksonhole.com or call 307-739-2728. Do not send W2 forms, social security numbers, or any sensitive information via email as it is not secure.