

How to Opt Out of Paper Form W-2 or Receive Email Notifications

<http://oc.finance.harvard.edu/how-to/central-payroll/order-copy-your-w-2>

Access Form W-2

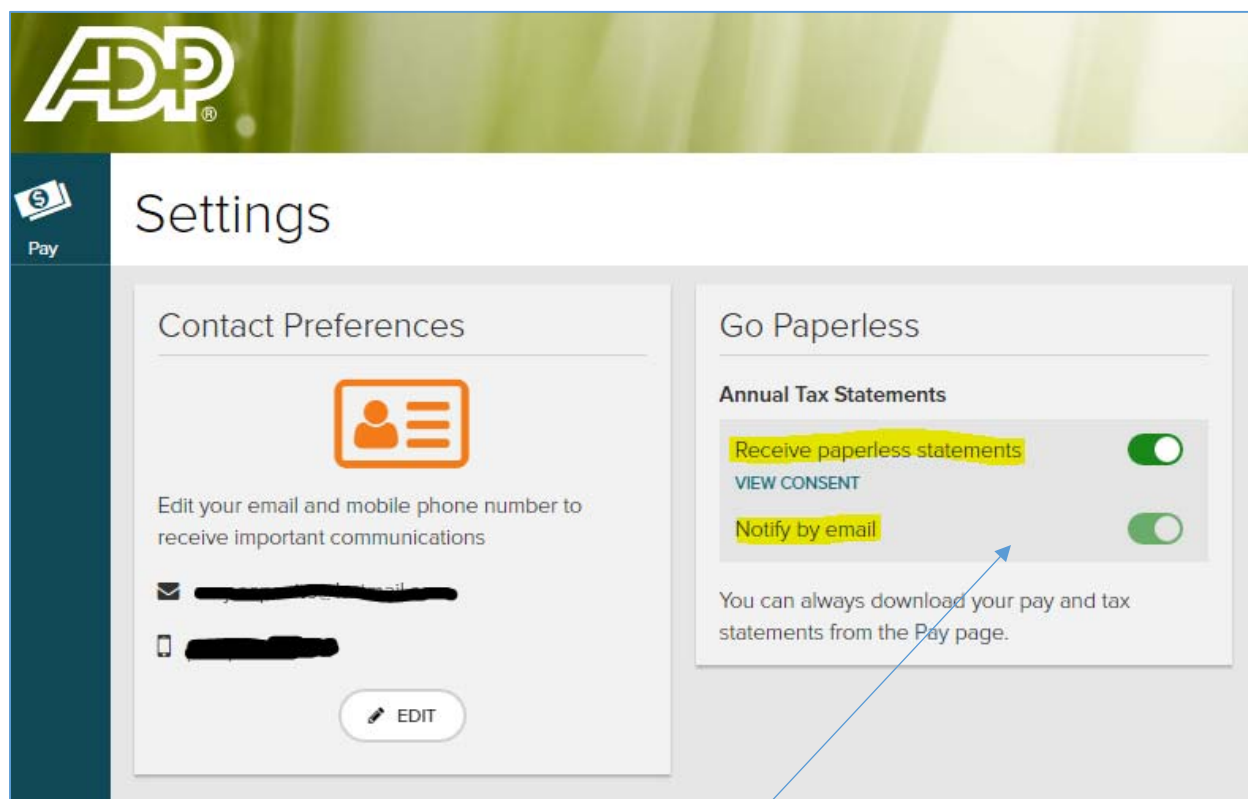
*Paper copies of 2016 Form W-2 will be mailed by January 31. To receive an email notification as soon as your W-2 is available for viewing, register with **ADP** and follow these instructions.*

There are 3 ways to get copies of your 2016 Form W-2:

1. **Harvard's ADP Portal.** Use this to access your 2016 W-2 if you know your Harvard Key or HUID and pin/password. For your security, this log-in requires two factor authentication.

Click on this link.

It will bring you here (if you arrive at a different ADP screen, select "settings" under your profile in the upper right hand side.)



You must enter your email first, or else an error message appears. We recommend using a personal email address.

If you elect to receive paperless statements after December 31, 2016, you will receive a paper W-2 for 2016. The paperless W-2 will be in effect for 2017.