

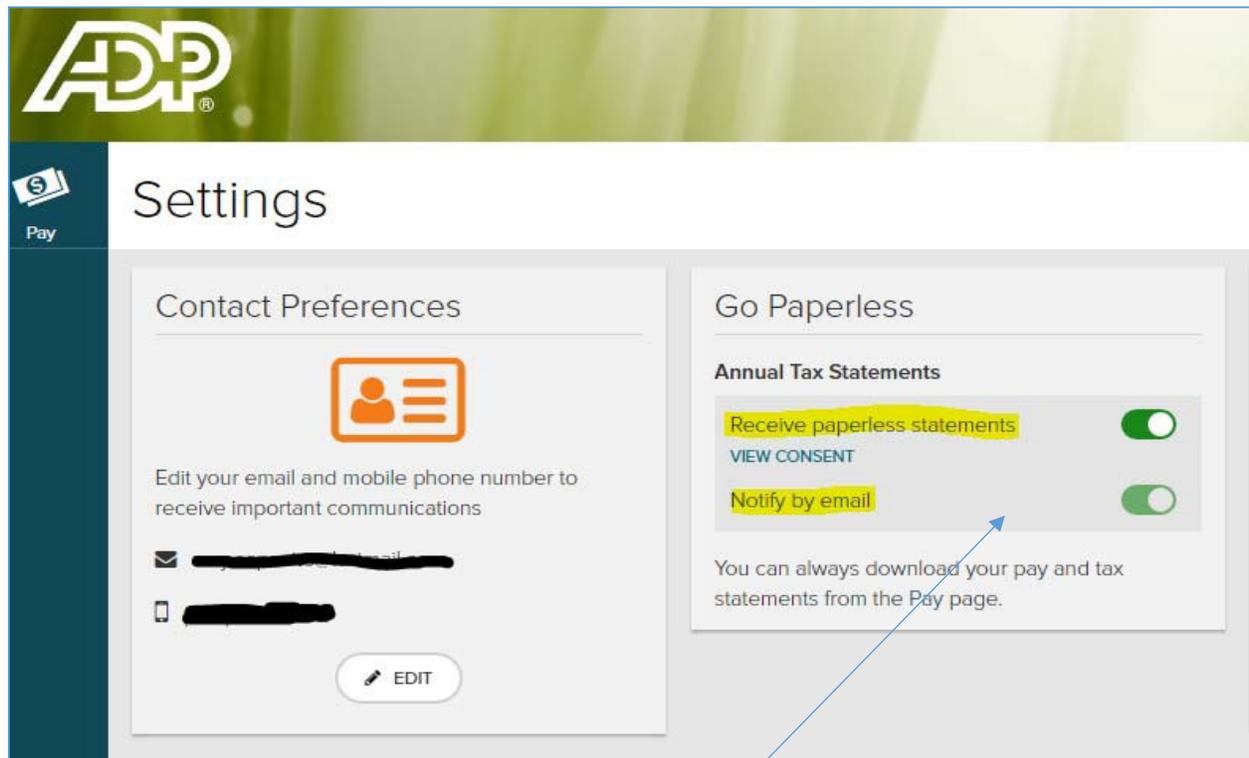
Electronic Access to Form W2

Want to get your W2 sooner? Go Green! To receive an email notification as soon as your W2 is available for viewing, register with ADP following these instructions:

Click on this link (you will need to log in with you Harvard Key):

[Harvard's ADP Portal](#)

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.

To receive your W2 for 2017 electronically, you must make the election before December 31, 2017! Your election will remain in effect for future years unless you opt out.