Steps to suppress the printing & mailing of W-2s

Once you have registered for and gained access to the ADP Portal, you may suppress the printing and mailing out by ADP of your paper W2 by doing the following:

1) Sign into **my.adp.com;** on the home page click on your initials at the top right, then click on settings. Then click on GO PAPERLESS on the left side.

2) Once in Paperless Settings, go to the TAX STATEMENTS area and turn on Receive Paperless Statements.
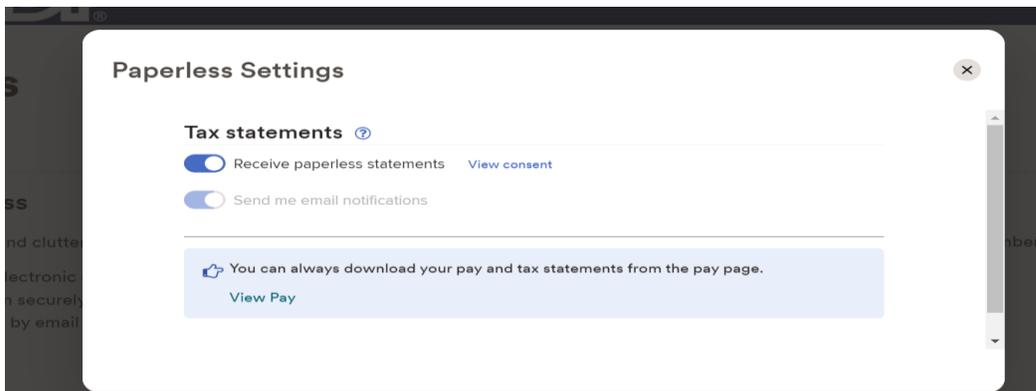
3) Once you complete step 2 and turn on paperless statements you MUST read and agree to the statement that pops up on your screen in which you are giving written approval to suppress the printing out and mailing of your W2. Once you do that the process is complete.