

myADP Online Portal Registration Guide



We are pleased to announce the myADP Online W-2 Services - a new benefit for all associates!

Through ADP, our W-2 provider, we are able to offer access to your W-2 forms 24 hours a day, 7 days a week.

Registering with myADP Online Portal

All Active Employees : Confirm email and phone number is up to date via My Nexus W2 -> Settings prior to setting up the mobile app.

1. Download the myADP Mobile App via QR code below Or go to <https://my.adp.com>
2. Once on the homepage, click the link at bottom of screen “New? Get Started” to begin registration.
3. Select **I have a registration code**.
4. Enter the **Organizational Registration** code : **LHXCorp-W2**
5. Enter your identity information:
 - First name
 - Last name
 - Service Name and document: **iPay Statements – W-2 Statement**
 - Year of W-2 : **2024**
 - Employee ID (can be found on your L3Harris paystub)
 - Control number - Company Code : **VVX**
 - Zip Code
 - Employee’s SSN number, then hit *Continue*.
6. Based on the information requested during this process, you may be required to answer a few identity questions and/or be asked to provide phone number to validate your employment record.
7. Create your login by adding your contact information – your work and/or personal email address and mobile number to receive account notifications and identity validations when needed.
8. Finalize and setup your user ID and password to complete the registration process for your myADP account.

Be Sure to select “Go Paperless” and follow prompts to receive all of your W2 items via the App!

Congratulations! You can now use your user ID and password to log onto your **myADP account** and access up to **3 Years** of your W-2 information via the mobile app or online.

