

ADP W-2s and Pay Advices

Through ADP, Evergy's W-2 provider, you may access your W-2 forms, view pay advices and manage your pay card (if applicable).

Accessing your ADP account from the company network:

1. Go to [Employee Self Service](#).
2. Click the **Payroll** tile.
3. Then click **W-2 Access**.
4. Once logged in:
 - a. Access W-2s: Click "**Pay**," then find the "**Tax Statements**" section.
 - b. View pay advices: Click the **dollar icon** on the left side of the screen, then click **View Statements**.

Accessing your ADP account from home:

1. Go to <https://my.adp.com>.
2. Enter your Evergy ADP username and password. *Follow the registration instructions below if you have not previously created an account.*
3. Once logged in:
 - a. Access W-2s: Click "**Pay**," then find the "**Tax Statements**" section.
 - b. View pay advices: Click the **dollar icon** on the left side of the screen, then click **View Statements**.

Register for your ADP account:

Please Note: Evergy Metro employees with registered @GPE ADP accounts must create an Evergy ADP account. W-2s for the previous three years are available through your Evergy account.

1. Go to <https://my.adp.com>.
2. Click **CREATE ACCOUNT**.
3. Click "**I have a registration code**".
4. Enter Evergy's registration code: **EVERGY-W2**.
5. Follow the prompts to create your account and password. **Required information:** First Name, Last Name, Last four digits of SSN, Date of Birth.
6. When prompted to enter additional contact information:
 - a. **DO NOT enter a secondary email address.**
 - b. Enter your mobile number as a secondary phone number.
7. Click **CREATE ACCOUNT**.
8. After your account has been created, log in to your account (please note, a confirmation email will be sent to you shortly after creating your account by ADP with your username which is case sensitive.)
9. Once logged in:
 - a. Access W-2s: Click "**Pay**," then find the "**Tax Statements**" section.
 - b. View pay advices: Click the **dollar icon** on the left side of the screen, then click **View Statements**.

Don't forget to make note of your User ID and password, you will need them to access this system in the future. Once you have completed the registration process, consider creating a "Bookmark" or "Favorite" for the ADP website. **Want to be the first to know when W-2s are posted?** Login to your ADP account > click your initials in the upper-right corner > click Settings > click Go Paperless > use the toggle button to turn "ON" email notifications for tax statements.

Continued next page.

ADP user ID and password

If you have previously registered with ADP, you can request a password reset through <https://my.adp.com>. It will ask for your user ID, which is typically your first initial and last name@EVERGY (example: John Smith would be JSmith@EVERGY). If you are unable to request a password reset through ADP, please send an email to the system administrator at payroll@evergy.com requesting assistance to unlock your account.

Re-printing prior W-2s

Evergy Metro: W-2 forms within the last three years should be accessed using the instructions above. To request a W-2 re-print older than three years, please submit an [Ask Payroll request](#).

Evergy Kansas Central: W-2 forms from the 2020 tax year and later should be accessed using the instructions above. To request a W-2 re-print for 2019 or older, please submit an [Ask Payroll request](#).

Requests for W-2's prior to 2007 should be requested through the IRS using Form 4506.