

How to Get Your W-2 or 1099 from ADP

To get started, log on to <http://adpvantage.adp.com> and log-in using your user name and password in the fields below.



How to Get Your W-2 or 1099 from ADP

Next, click “W-2/1099s” under the Myself tab from your ADP home screen.

The screenshot shows the ADP portal interface for Westgate Resorts. The user is logged in as Frank Blanco. The 'Myself' tab is active, and a dropdown menu is open, highlighting 'W-2/1099s' with a red arrow. The page layout includes a navigation bar, a main content area with a 'Welcome' message, a 'Quick Links' section with links to Pay Statements, Career Search, and W-2/1099s, a 'Forms' section for State Tax Forms, a 'Timestamp' section, and a 'Company News' section featuring a 'Companywide Weight Loss Challenge!'.

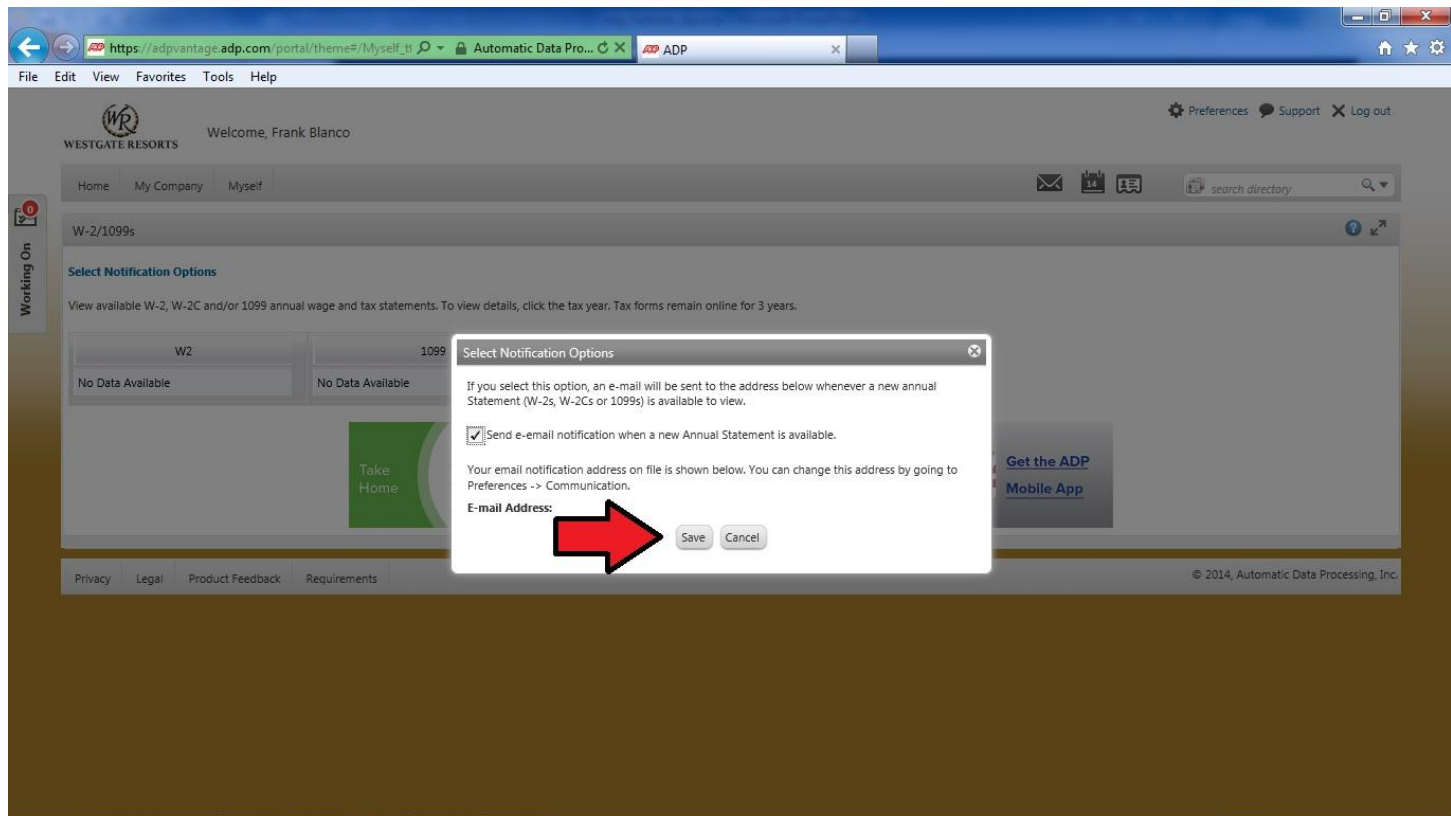
How to Get Your W-2 or 1099 from ADP

On the following screen, click “Select Notification Options”.

The screenshot shows a web browser window with the URL https://adp.vantage.adp.com/portal/theme#/Myself_t1. The page is for Westgate Resorts, with a welcome message for Frank Blanco. The main content area is titled "W-2/1099s" and contains a link "Select Notification Options" which is highlighted by a red arrow. Below this link, there are two buttons labeled "W2" and "1099", both of which display "No Data Available". The page also features a "Pay" section with a "Gross Pay" indicator and a "Get the ADP Mobile App" button. The footer includes links for "Privacy", "Legal", "Product Feedback", and "Requirements", along with the copyright notice "© 2014, Automatic Data Processing, Inc."

How to Get Your W-2 or 1099 from ADP

A pop-up will appear with a check box. Check the box to get an automatic e-mail notification from ADP once W-2/1099s are available for download. Click save when finished.



The screenshot shows a web browser window displaying the ADP portal for Westgate Resorts. The user is logged in as Frank Blanco. The main content area is titled "W-2/1099s" and "Select Notification Options". It contains a table with columns for "W2" and "1099", both showing "No Data Available". A "Take Home" button is visible. A pop-up dialog box is open, titled "Select Notification Options". It contains the following text: "If you select this option, an e-mail will be sent to the address below whenever a new annual Statement (W-2s, W-2Cs or 1099s) is available to view." Below this is a checked checkbox with the text "Send e-mail notification when a new Annual Statement is available." Underneath, it says "Your email notification address on file is shown below. You can change this address by going to Preferences -> Communication." and "E-mail Address:". A red arrow points to the "Save" button in the dialog box. The "Cancel" button is also visible. The footer of the page includes "Privacy", "Legal", "Product Feedback", "Requirements", and "© 2014, Automatic Data Processing, Inc."

Questions?

**Please see your manager or Team Member
Services for assistance or email
[wgadaphelp@wgresorts.com].**

