

## RE: Reprint 2011-2017 W2's for Advantage Staff/Talent & 2016-2017 Atterro Staff/Talent

Dear Staff/Talent:

All Advantage Resourcing and Atterro W2's will be postmarked and mailed no later than January 31<sup>st</sup> of each year. Should you need to request a paper reprint for 2017, Advantage will accept requests beginning February 1<sup>st</sup> via [myW2@advantageresourcing.com](mailto:myW2@advantageresourcing.com). All employees will be mailed a paper 2017 W2 in the mail unless pre-registered in prior years on the ADP IPAY website <https://ipay.adp.com> to only receive Electronic W2's. If you have problems completing the below instructions please email [myW2@advantageresourcing.com](mailto:myW2@advantageresourcing.com) for assistance (include Full Name, address, last 4 digits of SSN). This website is monitored all year for Advantage and Atterro Staff/Talent W2 questions. Please be patient as some days there are 100+ emails to research and respond as each one is important.

If you have used the ADP IPAY website <https://ipay.adp.com> in the past just login with your saved User Name and Password. Note: There are prompts if you have forgotten them, they can be emailed to you from the ADP IPAY website.

To use the ADP IPAY website for the first time you will need:

- **A personal email address**  
If you do not have an email address, please take a moment to set up an email address at one of the several free email services available on the internet.
- **Your name as it appears on your current stub**
- **Your full social security number**
- **The registration pass code:** see below
- **To complete the registration process**  
During the registration process you must enter contact and security information, answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive. You will be assigned a system generated User ID. The security questions you answer will be used to verify your identity if you ever forget your user ID or password.

Once you have the necessary items please visit <https://ipay.adp.com> and click "Register Now" to register. This is also a good time to request future year W2's only be sent to you electronically.

Your Registration Pass Code (required for registration): **AdvanRes-RGFP4Y**



Simply follow the instructions on the website to complete the registration process. Once your registration is complete, your user id will be emailed to you at the email address you indicated. We appreciate the opportunity to provide you with this exciting way of viewing your W2 information.

Sincerely, Advantage Resourcing Tax Team