

How to Obtain Your 2019 W2s

- Please note that DXC Technology W2s are distributed by ADP.
- If you registered with ADP prior to December 31 to obtain your W2s electronically, you should have received an email from ADP in mid-January. Please see section #3 below for help.
- If you did not register with ADP, your W2 will be mailed no later than January 31 to your home address on record in [Workday](#).
- Note: You do not need to re-register each year with ADP.

If you have your 2019 W2, but have questions about it, follow the steps below

- If you are a current DXC employee (you have Global Pass), use Chrome or Firefox to visit [HRConnect](#). Under Make a Request, go to Payroll > Tax Issues (choose either CSC or HPES option to open a case).
- If you are a former employee (no longer have Global Pass), use Chrome or Firefox to visit the [external help portal](#). Complete a one-time registration. Under Make a Request, choose Former Employee > Payroll Support to open a case. If you cannot connect to the external portal, **please click on the Cannot Register button at the bottom of the Registration page. An agent will follow up with you.**

If you registered with ADP to receive your W2s electronically, but need login assistance, please review the section below that applies to you (LES OR LCSC).

If you are not sure about your legacy company and would like to find out, follow these steps: CURRENT EMPLOYEES ONLY

- Access [Workday](#)
- Click on your name or profile photo (upper right corner)
- Click View Profile
- On the left side navigation, click Job
- On the right side, click Organizations at the top
- Find the Company Hierarchy row; this will display your legacy company

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Legacy ES:

To obtain your W-2, you have to register on ADP first, If you are already registered go to step 10.

To register on ADP, access the [ADP](#) portal.

- 1) If you are a first time visitor please select **Register Now**.
- 2) You will be asked for a registration code which is: DXT1-W2. Then click **Next**.
- 3) You will be asked if you want to set up an account with DXC Technology. Then click **Yes**.
- 4) You will be asked to identify yourself. Enter your name and last name.
- 5) Select W-2 services and then click **Next**.
- 6) Enter the information as requested (employee ID is your DXC Employee number - 8 digits, add necessary 0 s up front, social security number with no dashes, Zip code must be the one you had in 2018 and click Next . The Company Code is **RH4**).
- 7) Enter your personal information. We recommend you to use your work DXC email address. Click **Next**.
- 8) Fill out your city/town of birth, birth month and day, answer security question 1 and 2 (answers 1 and 2 must be at least 6 characters long) and click **Next**.
- 9) Create a password (must be 8 characters long and must contain at least 1 letter and 1 number), click **Next**.
- 10) To Log in, enter your user name (User ID) and the password that you created previously, and then click **OK**.

If you forgot your user ID or password:

- 1) Click on the **Forgot your ID/Password?** option that is under the **Login** blue button.
- 2) Enter your first and last name.
- 3) Enter your email address or mobile phone number (at least one of those) click **Next**.
- 4) Another screen will appear with your User ID information. If you remember your password click **Sign In**.
- 5) If you forgot your password click **I Don't Know My Password**.
- 6) You will receive an email notification stating that your password reset process started
- 7) A new page will be open and you will find your 2 security questions. Please enter the required information and click **Next**. If your answers were correct, a new page will be open and you will be requested with an activation code.
- 8) You will receive another email with an activation code. Please enter the activation code on the requested field. Click **Next**.
- 9) You will now see two fields for your new password and new password confirmation. The new password must be at least 8 characters long and must contain at least one letter and one number. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers and special characters. Then click **Next**.
- 10) A new page will be open for you to select the type of computer you made this reset from it can be a trusted computer or a public computer. Click **Done**.

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Legacy CSC:

CSC has contracted with ADP to provide IRS Form W-2 services. By default, you will receive your W-2 statement via mail and electronically by accessing the ADP portal.

Paperless Option. You can use the ADP self-service portal to "go paperless" by agreeing to stop receiving paper W-2 statements. Receiving your W-2 electronically reduces the risk of identity theft (as sensitive personal information, such as your Social Security number) is not sent through the mail and reduces the cost to DXC for printing and mailing W-2 forms. If you wish to go paperless for the tax year, you must register and agree to stop receiving paper W-2 statements by **December 31**.

Once the paperless option is selected, your W-2 will be available online only for future tax years unless you change this option. Paperless options may be changed at any time by simply returning to the ADP website.

To register on the ADP W-2 portal and enroll to go paperless, follow these steps:

Step One: Register with ADP

- 1) Visit <https://w2.adp.com>
- 2) Click "Register Now."
- 3) Enter the Registration Pass Code: **CSCUS-W2**
- 4) Enter your name
- 5) The following information is required for validation purposes:
 - Year of W-2
 - Employee ID # (This is the 8-digit number that appears on your pay stub. If your ID begins with a 5, 6, 7 or 8, please include the two leading zeroes like "00777777". If your ID begins with a 1, simply use that number without adding any zeroes)
 - Company Code: **TRU**
 - Your home ZIP code currently on file with CSC
 - Complete Social Security number (including dashes)
- 6) You will be prompted to complete a registration process, during which you will be assigned a user ID and select a unique password.

Step Two: Activate Your Email

- 1) Once you have registered, ADP will send you an email with instructions on how to activate your email address.
- 2) Click the link in the email you received from ADP to complete the activation.
- 3) (Optional) If you provided a mobile phone number during registration, look for a text message from ADP (from sender "90206" in the U.S.). Reply via text with the code to activate your mobile number.

Step Three: Agree to Receive Your W-2 Electronically

Follow the **four** onscreen steps to agree to stop receiving paper W-2 statements.

That's it! You will now receive your W-2 electronically for future years. See the ADP Instructions below for more information. **Remember, after registering in Step One above, you MUST follow steps two and three to stop receiving paper statements.**

If you have already registered with ADP, follow these steps

- 1) Go to <https://w2.adp.com>
- 2) Login with your existing user name and password. In most cases, your user name is your shortname (without numbers) followed by @CSCUS (example: JSmith@CSCUS)
- 3) If you have forgotten your user name or password, use the available links on the home page
- 4) Immediately after login, the ADP site will prompt you to create a new password
- 5) You will complete four short steps to continue your paperless option, verify your desire to view W-2 forms online and confirm your preferred email address for receiving notifications
- 6) Once complete, you can view your W-2 form or make changes to your profile