



2013

## Electronic W-2 Information

***If you do not choose electronic delivery, you will receive a paper Form W-2 in the mail.***

### HOW DO I REGISTER ONLINE?

1. Visit: [w2.adp.com](http://w2.adp.com)
2. Select "Register Now". Follow the step-by-step instructions below to set up your User ID and Password carefully. Also, please do not use your La Quinta email address (if you have one) as your primary email account.

### HOW DOES IT WORK?

1. The registration process only takes a few minutes.
2. Once registered, you will need to select "Change Your Paperless Options" and follow the steps to elect the electronic delivery method.
3. In January, you will be notified by e-mail once your W-2 is available for downloading.
4. If you select to receive your 2013 W-2 electronically, you will not receive a paper copy in the mail.
5. This registration applies to your current and all future W-2's, unless you cancel electronic delivery. To cancel, log in to your account and choose "Change Your Paperless Options".

### HOW DOES THIS BENEFIT ME?

1. You will receive your W-2 up to 2 weeks earlier than anyone else.
2. You can download your W-2 online as many times as you want!
3. It is more secure because there won't be a paper copy W-2 in anyone else's hands.
4. If you leave the company, you will still be able to log in and retrieve your W-2 from the ADP website.

## REGISTER TODAY!!

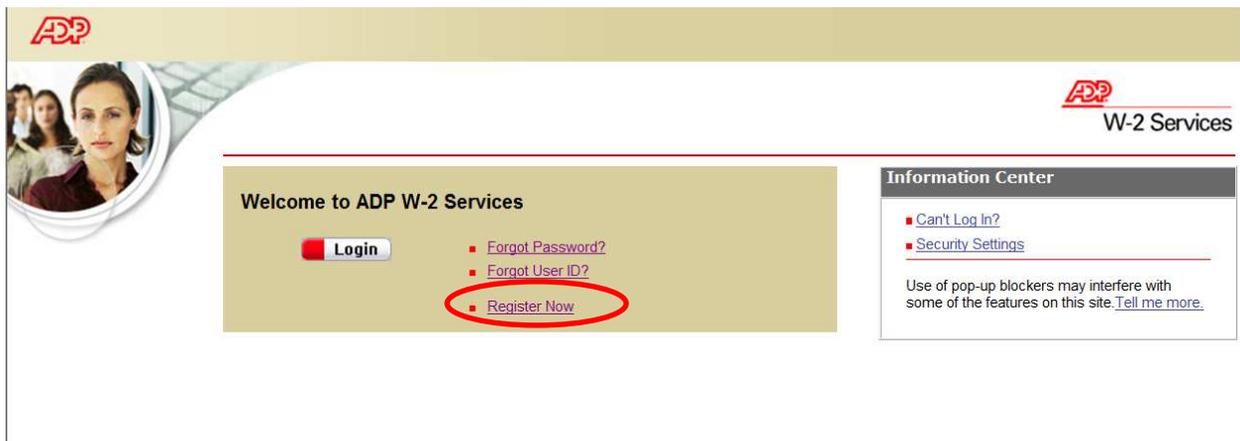
[w2.adp.com](http://w2.adp.com)

### OTHER FREQUENTLY ASKED QUESTIONS

1. What if I registered for electronic delivery last year? Even though you registered last year, because we moved to a new processor – ADP, **YOU MUST REGISTER AGAIN AND SELECT "CHANGE YOUR PAPERLESS OPTIONS"**.
2. Can I cancel electronic delivery any time I want? Yes. To cancel electronic delivery, simply log into your account and select "CHANGE YOUR PAPERLESS OPTIONS".
3. What do I do if I have trouble remembering my User ID or Password? On the login page, there are two links you can use to retrieve your User ID or Password. The information will be sent to the email address(es) you used to setup your account.
4. What if my email address has changed or I want to change other options? Simply log into your account where you can "Change Your Password", "Edit Your E-mail Address" or Update Your Profile". If you have trouble logging in AND your email address has changed, contact the La Quinta Corporate Payroll Department at [acct-payroll@laquinta.com](mailto:acct-payroll@laquinta.com) for assistance.

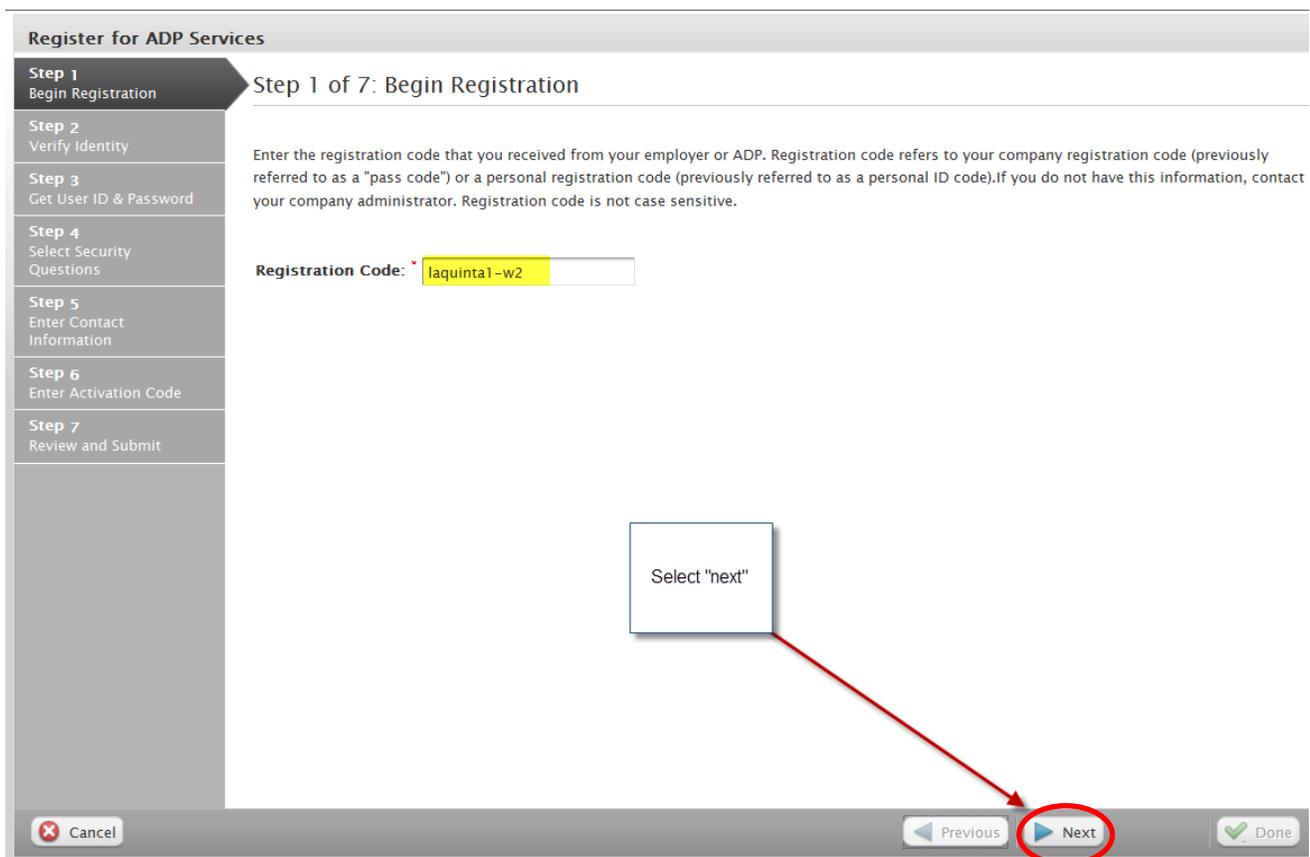
Type in your internet browser (or click on the hyperlink): [w2.adp.com](http://w2.adp.com)

Select: **Register Now**



In Registration Code box enter: **Laquinta1-W2** (not case sensitive)

Click 



## Enter the following:

First name

Last name

Service: click on the arrow and select W2 Services (if not already populated)

Enter your 9 digit Social Security Number (SSN) ##### (no dashes). Note that when entering the numbers they will be masked.

Confirm your 9 digit SSN ##### (no dashes). Note that when entering the numbers they will be masked.

Employee ID: ##### This number will consist of 7 digits. If not known you may use your 6 digit birthday (MMDDYY).

Enter company code: TVJ

Home zip/postal code: ##### (5 digits)

Tax Year: click on the arrow and select 2013

Click 

### Register for ADP Services

- Step 1  Begin Registration
- Step 2  Verify Identity
- Step 3  Get User ID & Password
- Step 4  Select Security Questions
- Step 5  Enter Contact Information
- Step 6  Enter Activation Code
- Step 7  Review and Submit

Step 2 of 7: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

**Company Name:** LQ Management - LaQuinta (Not your company? Re-enter your registration code.)

**First Name:**

**Last Name:**

**Service:**

**SSN, EIN, or ITIN:**

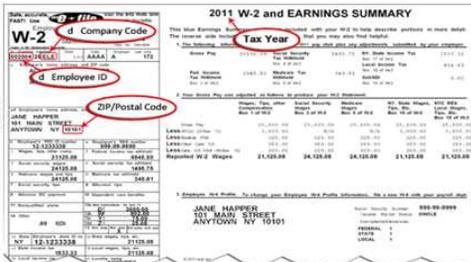
**Confirm SSN, EIN, or ITIN:**

**Employee ID:**

**Company Code:**

**Home ZIP/Postal Code:**

**Tax Year:**



2011 W-2 and EARNINGS SUMMARY

Company Code: TVJ

Tax Year: 2013

Employee ID: 0012345

ZIP/Postal Code: 75038

**Register for ADP Services**

Step 1: Begin Registration ✓  
Step 2: Verify Identity ✓  
**Step 3: Get User ID & Password**  
Step 4: Select Security Questions  
Step 5: Enter Contact Information  
Step 6: Enter Activation Code  
Step 7: Review and Submit

### Step 3 of 7: Get User ID & Password

Welcome, .  
You will use this information to log in to your ADP service.

Your User ID: @LAQUINTA1

**Warning: write the user ID for your records! You will need this to login**

**Create Your Password**  
Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. 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.

Password:  Password strength: Fair

Confirm Password:

Cancel Previous **Next** Done

Select Next

**Select security questions and their relevant answers according to your preferences.**

**Register for ADP Services**

Step 1: Begin Registration ✓  
Step 2: Verify Identity ✓  
Step 3: Get User ID & Password ✓  
**Step 4: Select Security Questions**  
Step 5: Enter Contact Information  
Step 6: Enter Activation Code  
Step 7: Review and Submit

### Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

**Security Questions and Answers** Click on drop down arrows to select questions

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:    
Answer 1:

Question 2:    
Answer 2:

Question 3:    
Answer 3:

Cancel Previous **Next** Done

# You will then be asked to enter how you would like to receive the activation code.

**Register for ADP Services**

Step 1  Begin Registration

Step 2  Verify Identity

Step 3  Get User ID & Password

Step 4  Select Security Questions

**Step 5** Enter Contact Information

Step 6 Enter Activation Code

Step 7 Review and Submit

### Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.

**Email Addresses** Fill in highlighted fields **Use for Notifications**

**Work:**

**Personal Email:**

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**Phone Numbers**  
If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and Conditions](#)

**Work Phone:**  United States +1   Ext

**Work Mobile:**  United States +1  Optional  I authorize ADP to send my login information to this phone at my request.

**Personal Mobile:**  United States +1   I authorize ADP to send my login information to this phone at my request.

**Register for ADP Services**

Step 1  Begin Registration

Step 2  Verify Identity

Step 3  Get User ID & Password

Step 4  Select Security Questions

Step 5  Enter Contact Information

**Step 6** Enter Activation Code

Step 7 Review and Submit

### Step 6 of 7: Enter Activation Code

An activation code has been sent to you. Activate your communication channels now to ensure that they are in service and can be used to reach you.

If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate your communication channels at your earliest convenience.

Enter Activation code that was sent via email you provided.

**Activation Code:**

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

Click

**Register for ADP Services**

Step 1: Begin Registration ✓  
Step 2: Verify Identity ✓  
Step 3: Get User ID & Password ✓  
Step 4: Select Security Questions ✓  
Step 5: Enter Contact Information ✓  
Step 6: Enter Activation Code ✓  
**Step 7: Review and Submit**

**Step 7 of 7: Review and Submit**

Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID: JSmith@LAQUINTA1

**Security Questions and Answers** Sample of questions

Question 1: What was the first and last name of your maid/matron of honor at your wedding?  
Answer 1: Your Answer

Question 2: What was the first and last name of your best man at your wedding?  
Answer 2: Your Answer

Question 3: What is the first and last name of your mother's father? (Your maternal grandfather)  
Answer 3: Your Answer

**Contact Information**

Work: JSmith@laquinta.com Notification Activated  
Personal Email: [Redacted]  
Work Phone: +1214-492-[Redacted]  
Personal Mobile: +1214-732-[Redacted] Use for Text Messaging

Select

Cancel Previous Next Done

**You will then see this screen: This is a confirmation screen.**

**Register for ADP Services**

✓ Your registration is complete!

**Go Mobile with ADP®**  
ADP Mobile Solutions provides the tools and information you need—anytime, anywhere. Depending on the ADP services your company uses, you can view pay statements, contact colleagues, view company news, and more on your supported mobile device. [Learn more.](#)

**Ready to Get Started with ADP® Mobile Solutions?**  
Log in with the user ID and password that you just created. For future logins, you can continue to use your password or create a mobile PIN from the Settings menu on your mobile device—the choice is yours.

**Log in to Your ADP Service**

The following ADP services are currently available to you. To access a service, select the service and click Log In. You will be required to enter your user ID and password to continue.

W2 Services

Log In Please select

**At this point registration has been completed. You will now log in to change your paperless options and accept receiving your W2 electronically only.**

ADP

ADP W-2 Services

### After registering you will log in

Welcome to ADP W-2 Services

**Login**

- Forgot Password?
- Forgot User ID?
- Register Now

**Information Center**

- Can't Log In?
- Security Settings

Use of pop-up blockers may interfere with some of the features on this site. [Tell me more.](#)

ADP

ADP W-2 Services

Welcome to ADP W-2 Services

**Login**

Forgot Password?

Windows Security

The server agateway.adp.com at W2ONLY AG User [12:27:33:9871] requires a username and password.

JSmith@LAQUINTA1

.....

Remember my credentials

OK Cancel

This was the user ID written in step 3

**Information Center**

- Can't Log In?
- Security Settings

Use of pop-up blockers may interfere with some of the features on this site. [Tell me more.](#)

ADP

ADP W-2 Services

Your W-2 Summary

Logout

You have no statements available to view.

**Resource Center**

- Information Center**
  - Need Help?
  - See What's New On This Site?
- Things You Can Do**
  - Change Your Password
  - Change Your Paperless Options
  - Change Your Notification Options
  - Edit Your E-mail Address
  - Update Your Profile

After you log in select

### Change Your Paperless Options

You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the secure website for 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at any time by deselecting this option.

**Note:** When you choose to stop receiving paper copies of your statements anytime during the current tax year (prior to January 1), you will be able to access your statements online when they are made available (by January 31) the following year.

**check this box**  
 **Access my W-2s and 1099s online only**  
By selecting this option, you will access your annual statements (W-2s and 1099s) online only. You will no longer receive paper copies. After you click **Next**, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Edit Your E-mail Address** on the Home page to update your e-mail address.

If your W-2 or 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your W-2 or 1099 in order to attach it to any applicable Federal, State, or local income tax return.

**Then select**

**Need Help?**

- [I want to receive an e-mail when there is a new statement.](#)
- [Does my PC need certain software to view my statements online only?](#)

[Show all questions for this page.](#)

#### Step 1. Agreement

- 1. Agreement**
- 2. Confirmation
- 3. Thank You

- By accepting to go paperless, you consent to stop receiving paper annual forms (W-2s and/or 1099s) and access your forms only on the secure website. This agreement only applies to the following forms: United States W-2, Virgin Island W-2, Puerto Rico W-2, and/or 1099-Misc. (If you receive a 1099-R, a paper copy *may* be sent.)
- Your consent applies to annual statements furnished every year until that consent is withdrawn.
- Hardware and Software required: A computer with Internet access, a browser capable of displaying most common internet web pages, and the ability to view your online statements. Note: You will need to confirm your ability to view your online statements on the following page.
- You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, you will receive a confirmation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a confirmation letter from your employer.

**Select**

## Enter the confirmation number displayed similar to the one listed below:

**Step 2. Confirmation**

- 1. Agreement
- 2. Confirmation**
- 3. Thank You

Online W-2s and/or 1099s are viewable using Adobe® Reader®. Enter the confirmation number displayed below to make sure that you are able to view an online annual statement.

**Note:** If you cannot see the confirmation number, click **Cancel** to return to the Change Your Paperless Options page. Make sure that you have the latest version of Adobe Reader installed and try again.

Please enter the confirmation number shown below into the designated area.

B4RN8HJ2Y8E8

**Enter the confirmation number that will be displayed similar to this**

**Hint: you can copy and paste**

Enter confirmation number here:

Step 3. Thank You

- 1. Agreement
- 2. Confirmation

Thank you for choosing to stop receiving paper copies of your annual statements (W-2 and/or 1099) and access these statements on the secure website only.

3. Thank You

**Reminder:** When your latest annual statement becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.

E-mail Address:  [Edit](#)