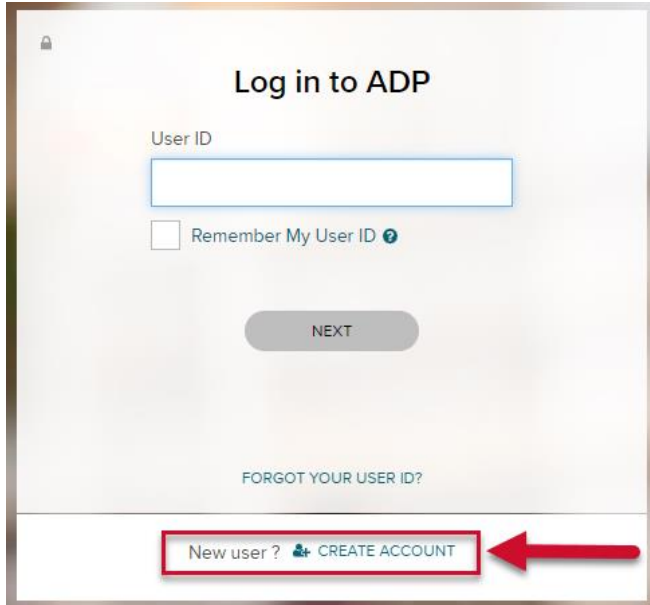


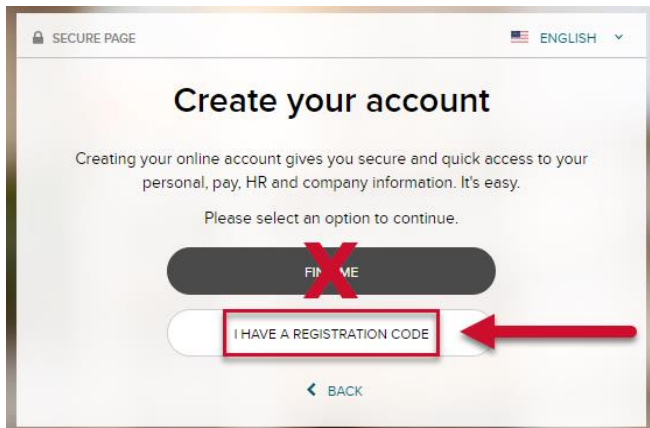
Accessing Your W-2 Tax Documents Online

1. In your internet browser, enter <https://w2.adp.com>. If you are an existing user, please skip to Step 9 below. If you are a new user, click **Create Account**.



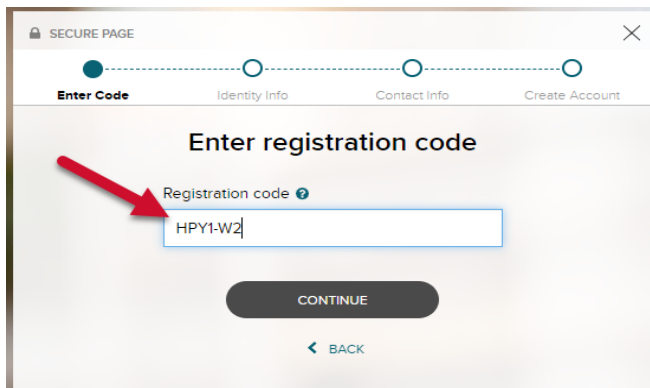
The image shows the ADP login page. At the top, it says "Log in to ADP". Below that is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember My User ID" with a help icon. Below the checkbox is a "NEXT" button. At the bottom, there is a link "FORGOT YOUR USER ID?". At the very bottom, there is a link "New user ? + CREATE ACCOUNT" which is highlighted with a red box and a red arrow pointing to it from the right.

2. You must click on **I Have A Registration Code** and not Find Me.



The image shows the "Create your account" page. It has a "SECURE PAGE" header with a language dropdown set to "ENGLISH". The main heading is "Create your account". Below it is a paragraph: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Then it says "Please select an option to continue." There are two buttons: "FIND ME" and "I HAVE A REGISTRATION CODE". The "FIND ME" button is crossed out with a large red 'X'. The "I HAVE A REGISTRATION CODE" button is highlighted with a red box and a red arrow pointing to it from the right. At the bottom is a "< BACK" link.

3. Enter the registration code of **HPY1-W2** and then click continue.



The image shows the "Enter registration code" page. It has a "SECURE PAGE" header and a progress bar with four steps: "Enter Code" (active), "Identity Info", "Contact Info", and "Create Account". The main heading is "Enter registration code". Below it is a "Registration code" label and a text input field containing "HPY1-W2". A red arrow points to the input field from the left. Below the input field is a "CONTINUE" button. At the bottom is a "< BACK" link.

4. Complete the **Identify yourself** information.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: Enter Code, Identity Info (current), Contact Info, and Create Account. The main heading is 'Identify yourself'. The form includes the following fields and annotations:

- First name***: A text input field.
- Last name***: A text input field.
- Service name and document***: A dropdown menu currently showing 'W2 Services'.
- VIEW SAMPLE DOCUMENTS**: A link below the service dropdown.
- Year of W-2***: A dropdown menu currently showing '2022'.
- Control number - Employee ID***: A text input field. A red arrow points to it with the text: 'Enter your 9-digit Workday Employee ID (e.g. 100XXXXXX)'.
- Control number - Company code***: A text input field containing 'RVQ'. A red arrow points to it with the text: 'Company Code is RVQ'.
- Zip Code***: A text input field. A red arrow points to it with the text: 'Enter your Zip Code (address in Workday as of the last day of the tax year selected above)'.
- Employee's SSA number***: A text input field. A red arrow points to it with the text: 'Enter your Social Security Number (do not use dashes)'.
- CONTINUE**: A button at the bottom of the form.

5. Select an option to verify your identity by following the screen prompts.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: Enter Code, Identity Info (current), Contact Info, and Create Account. The main heading is 'We found you, [redacted]'. Below the heading, it says 'Select an option to verify your identity.' There are two options listed:

- Verify me using my mobile number** (US only): Accompanied by a plus icon and a right arrow.
- Ask me few identity questions**: Accompanied by a speech bubble icon and a right arrow.

If you select **Verify me using my mobile number**, you will need to enter a mobile phone number registered on your name, click **Verify phone number** and a code will be sent to your mobile phone. You will then need to enter the code you received in the screen prompt.

This screenshot shows the 'Enter your mobile phone number' screen within a 'SECURE PAGE' modal. At the top, a progress bar indicates four steps: 'Enter Code', 'Identity Info' (current), 'Contact Info', and 'Create Account'. The main heading is 'Enter your mobile phone number'. Below it, a message states: 'We will send you a code after verifying the phone number belongs to you. Message and data rates may apply.' A label 'Personal mobile phone' is followed by a country code dropdown showing '+1' and a text input field. A 'VERIFY PHONE NUMBER' button is at the bottom, with a '< BACK' link below it.

This screenshot shows the 'Number confirmed' screen. The progress bar at the top shows 'Enter Code' and 'Identity Info' as completed steps. The heading is 'Number confirmed'. The text says: 'We sent a code by text message to [redacted]. This code is valid for 15 minutes.' Below this is a 'Verification Code' label and a text input field. A 'CONTINUE' button is centered below the input field, with a '< BACK' link below it. At the bottom, there is a link: 'Didn't receive a code? REQUEST A NEW CODE'.

If you select **Ask me a few identity questions**, you will be asked a few questions generated from public records and other commercially available data sources to verify your identity (example below). You will only have 30 seconds to answer each question before the session times out.

This screenshot shows the 'Help us verify your identity' screen. The progress bar at the top shows 'Enter Code' and 'Identity Info' as completed steps. The heading is 'Help us verify your identity'. Below it, a paragraph explains: 'ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.' Another paragraph states: 'These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.' A 'CONTINUE' button is at the bottom, with a '< BACK' link below it.

This screenshot shows a specific question from the identity verification process: 'What color is your 1999 Oldsmobile Alero?'. A timer in the top right corner shows '00:30'. Below the question is a list of color options, each with a right-pointing chevron: 'Beige', 'Black', 'Green', 'Silver', 'Yellow', and 'I have never been associated with this vehicle'.

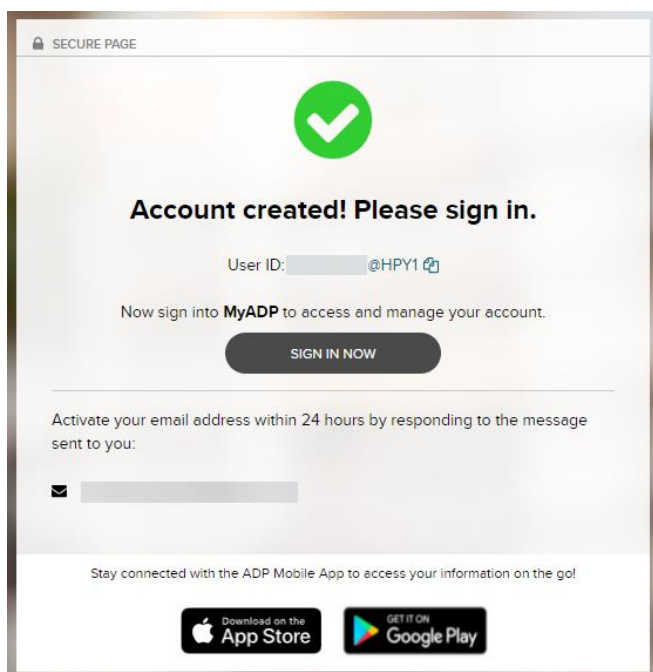
6. Once you have completed the identification process, you will need to confirm your contact information. The email address and phone number input on this screen should be your primary contact information. You will receive verification codes to confirm your identity when you log in based on this information. Also, you can enter backup contact information here if you would like.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info' (current step), and 'Create Account'. The main heading is 'Help us protect your account'. Below this, a section titled 'Primary Contact Information' explains that the user should enter a frequently used email and phone number for verification and recovery. The 'Email*' field has a dropdown menu set to 'Personal' and an adjacent text input field, which is highlighted by a red arrow. The 'Phone*' field has a dropdown menu set to 'Personal, Mobile' and a text input field with a country code dropdown set to '+1'. Below the phone field, there is a statement: 'It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.' with a link icon. Below this statement are two radio buttons: 'Yes' and 'No', with the 'Yes' button highlighted by a red box. At the bottom, there is a link 'ADD BACKUP CONTACT INFORMATION' and a 'CONTINUE' button.

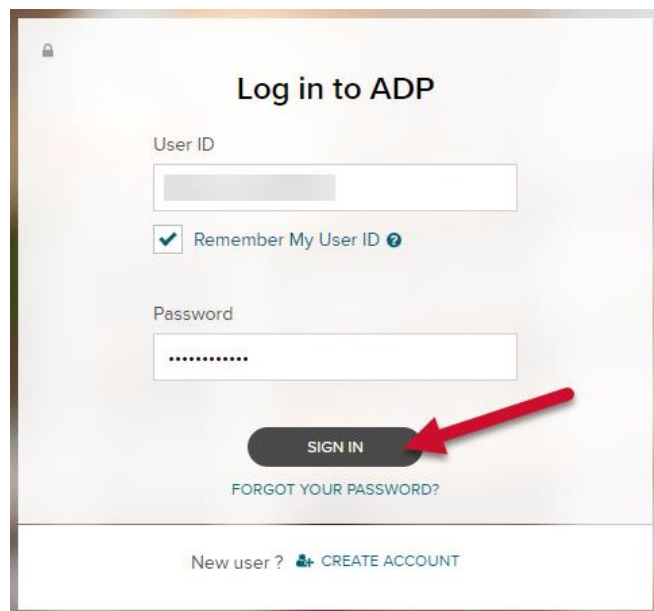
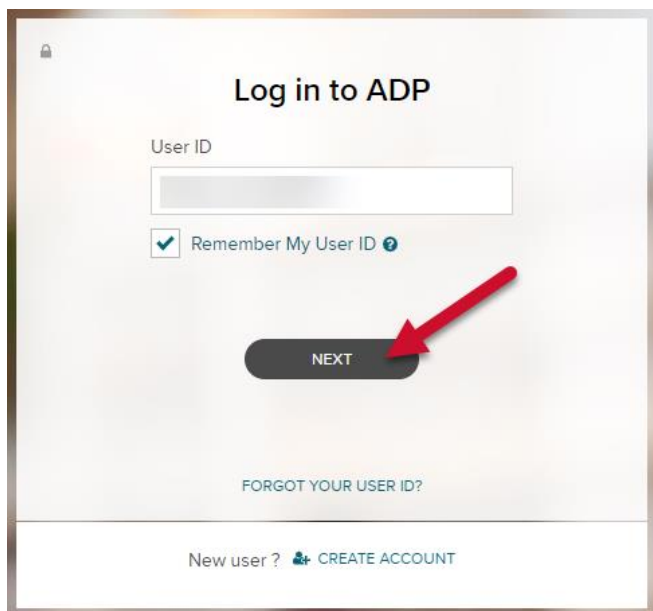
7. Create your password and then check the box to verify you have read and agree to the terms and conditions. Next, click **Create Your Account**.

The screenshot shows the 'SECURE PAGE' with the progress bar now showing the 'Create Account' step as complete. The main heading is 'One more step, [redacted]'. Below this, a message says 'Let's set up the login information for your account with Helmerich & Payne Inc'. The 'Your UserID:' field is filled with '[redacted]@HPY1'. The 'Create Password*' field has a text input with a green checkmark to its right. Below the password field is a green progress bar and the text 'Very Strong (Add more characters to strengthen)'. The 'Confirm Password*' field has a text input with a green checkmark to its right. Below the password fields, there is a section 'Accept Terms and Conditions' with a checked checkbox and the text 'I have read and agree to the Employee Access Terms and Conditions.' At the bottom, there is a 'CREATE YOUR ACCOUNT' button with a checkmark icon.

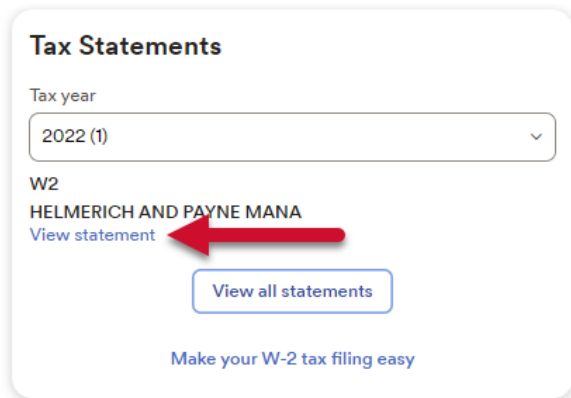
8. Your ADP User ID will appear on the screen. Save this ID and your password to access your W-2 at any time through the year and to log in following years. Click on **Sign in Now** to access your W-2.



9. You may now log in using your ADP User ID and password to access your W-2.



10. Select the Tax Year you would like to view and then click **View Statement**.



Tax Statements

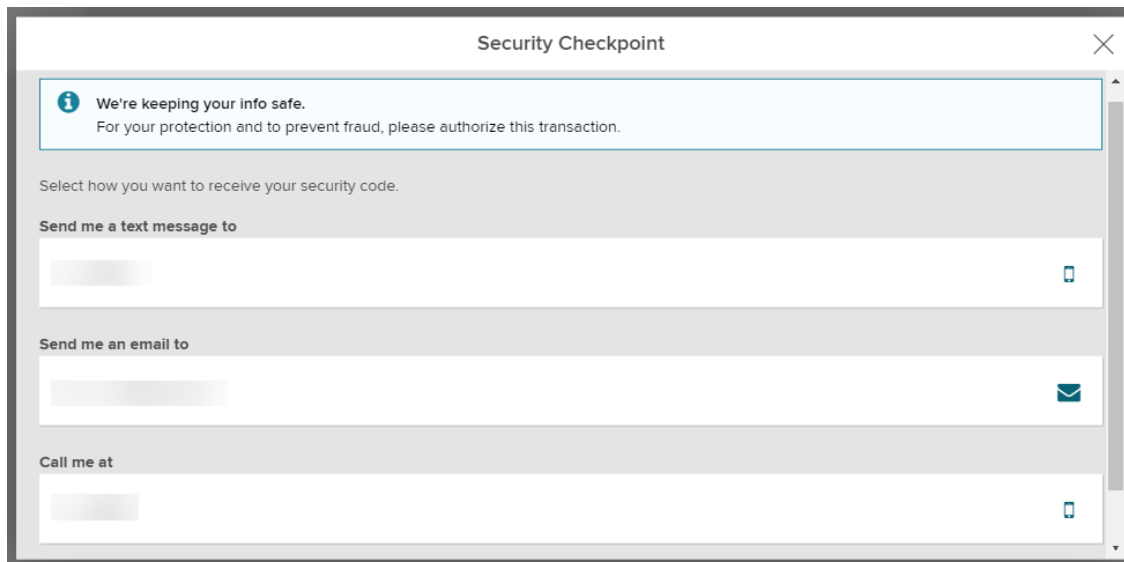
Tax year
2022 (1) ▼

W2
HELMERICH AND PAYNE MANA
[View statement](#)

[View all statements](#)

Make your W-2 tax filing easy

11. A Security Checkpoint screen will pop-up. Select how you want to receive your security code. The primary/backup contact information entered during registration is used here.



Security Checkpoint

i We're keeping your info safe.
For your protection and to prevent fraud, please authorize this transaction.

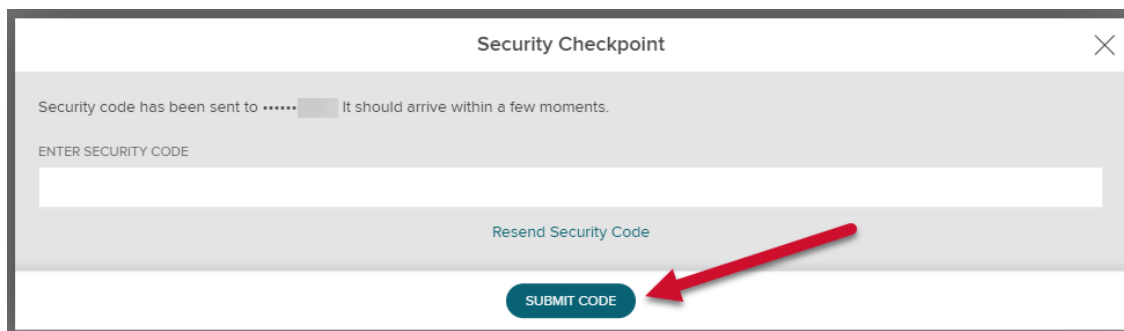
Select how you want to receive your security code.

Send me a text message to
[Phone Number] [Phone Icon]

Send me an email to
[Email Address] [Email Icon]

Call me at
[Phone Number] [Phone Icon]

Enter the security code received and click **Submit Code**.



Security Checkpoint

Security code has been sent to ***** It should arrive within a few moments.

ENTER SECURITY CODE
[Text Input Field]

[Resend Security Code](#)

SUBMIT CODE

12. You are now able to view, save, print, or download your W-2.