

Terminated associates, first time user:

Instructions to Access Your W-2

Electronic W-2s are now available at ADP's website.

If you would like to access your electronic W-2, you must sign up as a new user at the ADP website:

- Go to the ADP website at <https://my.adp.com> and click on Register Now (First time user)
- Under "Create your account," enter the registration code **LBrands-W2**, click "Next"
- There will be several options to validate your identity, including Identity Questions from information pulled from public reporting agencies. Please note, the Capital One verification option is legitimate.
- When prompted with error message "We could not find you", select **Register By Service**.
- Complete the "Identify yourself" information:
 - **Control number – Employee ID:** Enter your associate ID. Please note that your associate ID should be 11 digits including leading zeros. If your associate ID number is seven digits and begins with a "3", then do not include leading zeros.
 - **Control number – Company Code:** Enter "RNU"
 - **Zip Code:** Enter your personal residence zip code (during employment at L Brands)
 - **Employee's SSA number:** Enter your Social Security Number, no dashes
- Check the I'm not a robot box if prompted.
- Complete the security puzzle if prompted.
- In the "Tell us how to reach you" box, enter your primary email address and mobile phone number, then click next.
- Create password and select security questions and answers, accept the terms in the checkbox and click register now.
- You will see a confirmation page; an activation email from ADP will be sent to the primary email address entered (from Securityservices_noreply@ADP.com); follow the instructions in the email you received to complete the activation.
- Activate your mobile phone number; you will receive a text message from ADP – reply with the code to complete activation.

Need support? Please contact HR Direct at 866.473.4728 with any questions.