

## Instructions to Access Your W-2

Electronic W-2s are now available at ADP's website. To access your electronic W-2:

1. Go to <https://priorassociate.lb.com/>. DO NOT use Internet Explorer.
2. If you have not previously registered at priorassociate.lb.com, please follow the below steps to reset your password. If you've previously registered, enter your username (using below convention) and previously selected password and skip to step 6 below.
3. Enter your username and password
  - a) Username = employee ID (DO NOT enter leading 0s)  
**If you are unsure of your employee ID, select "Forgot Username" and follow the prompts to retrieve your employee ID**
  - b) Password = your date of birth (MMDDYY) and the last four digits of your Social Security or Social Insurance Number
  - c) Example: If your birth date is May 14, 1990 and the last four digits of your social are 5555, then your temporary password is 0514905555
4. Reset your password
  - a) Enter your current password (see step 2b above)
  - b) Enter a new password that only you know and will remember
  - c) Confirm your new password
5. Sign on with your new password
6. Because your information may contain sensitive data, L Brands requires two forms of authentication.
  - a) To authenticate, follow the instructions on the screen or:
    - Select "Click here to select email or other Multi Factor Authentication (MFA) methods"
    - Choose to receive a passcode via SMS (text message) or via email, or
    - Enter your phone number or email address based on selection above
  - b) Your one-time passcode will be sent to you immediately via your preferred method
  - c) Once received, enter the one-time passcode as instructed
7. Click on the "W2 Retrieval" button; this will take you to the ADP W-2 website
8. Once you're on the ADP website, click Download Statement to access your W-2

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

Thank you.

L Brands Payroll Tax Department