



Thank you for being part of the Impellam North America family of companies: Bartech, Guidant Global, Lorien, and SRG.

We are pleased to announce that 2025 W-2 tax forms are now available from our vendor, ADP, with direct access to your W-2 forms online. A paper copy of your W-2 has also been mailed to your address on file.

ADP recommends the use of Chrome or Firefox for the best experience.

To access W-2 statements, follow the instructions below.

If **2025 was the first year** you worked for Impellam, you will need to create a new account. Please follow the instructions in **Part-A**.

Part-A

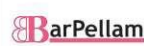
1. Go to <https://my.adp.com>
2. Click “New User? CREATE ACCOUNT”
3. Select “I HAVE A REGISTRATION CODE”
4. Enter the Registration Code: **IML1-IML1W2** and click “CONTINUE”
5. Complete the *Identify yourself* section:

Step	Field Name	Value to enter
a.	First Name	Exactly as entered on employment records
b.	Last Name	Full last name, including hyphens where needed
c.	Service name and document	<i>This will default to W2 Services</i>
d.	Year of W-2	<i>Leave at default of 2025</i>
e.	Control number – Employee ID	<i>Four digits for staff or ten letters and numbers (total) for associates</i>
f.	Control number – Company Code	NJ1
g.	Zip Code	Five digits as entered on employment records
h.	Employee’s SSA Number	Numbers only, no dashes

6. Click “CONTINUE”
7. Review the *Help us verify your identity* section and click “Continue”



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8. Complete “Help us protect your account” by entering your email and phone number and click “CONTINUE”
9. ADP will now give you a User ID (which will be sent to you in an email) and prompt you to create and confirm a password.
10. Accept Terms and Conditions and click “Create Your Account”
11. An email with a link will be sent to the email address given. Click on the link to activate your account.
12. A text message will also be sent to your mobile number, respond with the code given in the message.
13. Return to <https://my.adp.com> to enter your username and password and access your W-2 statement.
 - a. **HINT:** Bookmark or Add to Favorites this site for future reference

If you worked for Impellam in 2024 you may use the same Login information. Please follow the instructions in **Part - B**

Part -B

1. Go to <https://my.adp.com>.
2. Enter your “User ID”
 - a. If needed, click on “FORGOT YOUR USER ID?”
 - b. Enter in the requested information (First name, Last name, and either Email or Mobile Phone) and click “NEXT”
 - c. A verification code will be sent to the email address/mobile phone on your account use this code to sign into your ADP account.



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3. Enter in your “Password”
 - a. If needed, click on “FORGOT YOUR PASSWORD?”
 - b. ADP will ask if you to select either email or text message to verify your identity.
 - c. A verification code will be sent to the email address/mobile phone on your account—use this code to verify your identity and then select to “CREATE A NEW PASSWORD”
 - d. Enter in the new password and click “SUBMIT”
4. ADP will return to the Log in screen – enter your USER ID and PASSWORD and then “NEXT” to access your W-2 statement.

Questions? Please contact us [here](#).

Please take a minute to check two important things to ensure that you start 2026 off on the right foot! Please log in to the [Employee Self Service \(ESS\)](#) portal and make sure that:

- Your mailing address is up to date. This will ensure that your W2 is delivered to the correct address.
- Your weekly pay statements correctly reflect your tax details.

****If you are currently filing exempt, in accordance with IRS guidelines, you are required to complete a new W-4 after December 31st, but before February 15, 2026. Failure to submit a new form will result in the exemption being removed after this time.**

****A new federal law—the One Big Beautiful Bill Act—now allows eligible employees to deduct the overtime premium (the extra 0.5x portion of FLSA overtime) on their 2025 federal tax return, with no changes to current paychecks or how overtime is calculated. If you need your 2025 OT reporting to file this correctly, please reach out to the link below and request it.**

[Submit your Requests and Questions Here](#)



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