

W-2 Conversion Step-by-Step



1. Sign Your Offer Letter

Keep in mind that your offer letter will expire in 7 days. Sign your offer letter today to get started!

2. Enter Your Personal Information

Your private information will be securely collected and used to create your ADP account.



3. Request Your Virtual New Hire Orientation Date

[Click here](#) to learn more about New Hire Orientation.

4. Complete Your I-9 Eligibility Employment Verification (I-9)

In order to attend your virtual New Hire Orientation that you requested to join in the previous step, you must complete your I-9 in full, including remote verification. [Click here](#) to learn more about Form I-9



5. Attend Your Virtual New Hire Orientation

When your Form I-9 is completed, you will be able to attend New Hire Orientation. You will receive an email from no-reply@zoom.us (with the join details) at your Swing email address once we confirm that your I-9 is completed.

6. Complete ADP Onboarding

Once you attend your virtual New Hire Orientation, you should have an idea of how ADP works and you should have begun your ADP onboarding process.

