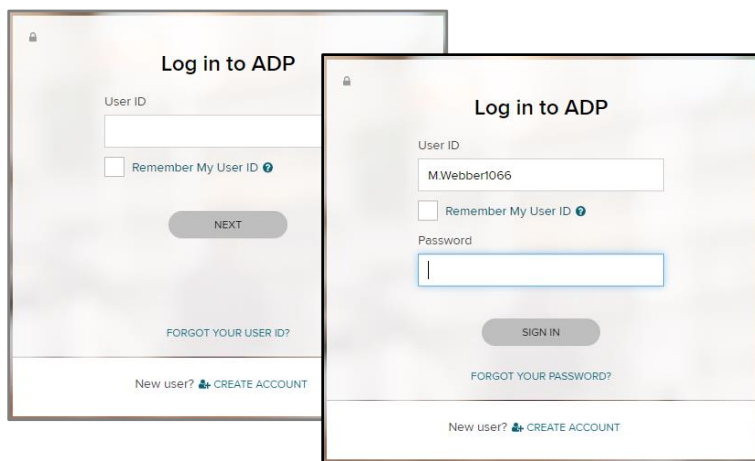**Before you Begin**: If you haven't already, be sure to register for ADP® Employee Access®. To learn how, see the Quick Registration for Employee Access guide.

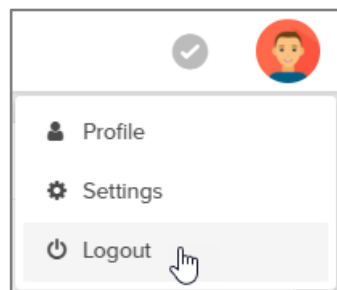## Signing Into Employee Access

1 Go to my.adp.com.

2 On the Log In screen, enter your User ID and click **Next**.

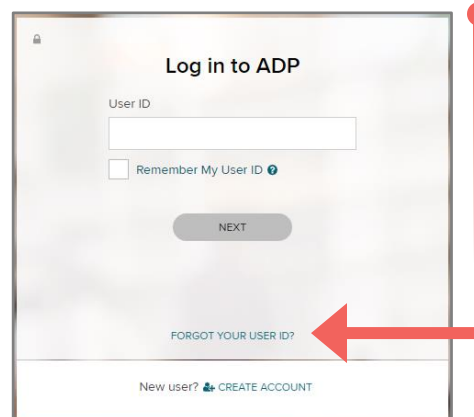**3** Enter your Password and click **Sign In**.

Logging Out

In the upper-right corner of Employee Access, click your image and select **Logout**.

I Forgot My User ID

**1** On the Log In screen, click **Forgot your User ID**.

2 Enter your first name, last name, and email address and click **Next**.

3 Enter the answers to your security questions and click **Next**.

4 Your User ID is displayed for you. Click **Next** to continue logging in.

You'll receive an email confirming that you made the change.

If you get an email confirming that changes were made and you didn't make them, speak to your company's payroll contact right away.

I Forgot My Password

1 On the Log In screen click **Forgot your Password**.
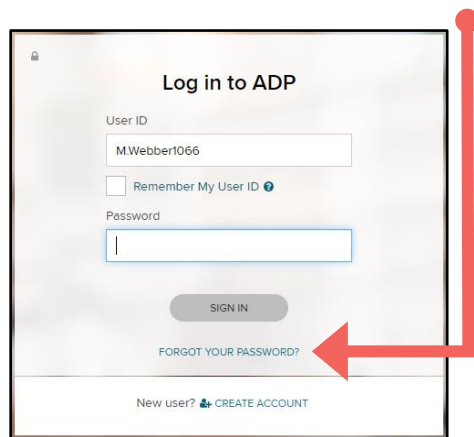
2 For your security, you must enter the answers to your security questions. You may also be asked to enter additional personal information, which will be used only to verify who you are.

3 Click **Next**.

4 Enter your new password twice and click **Save**.

5 Click **Next** to continue logging in.

You'll receive an email confirming that you made the change.

I'm Locked Out. Now What?

If you entered your password incorrectly 3 times in a row, you'll be temporarily locked out. If that happens, wait a little while and try again or try the Forgot your Password link.

If you continue to be locked out, have your employer contact ADP for assistance.

Password Rules

- Can be 8 to 20 characters long

- Are case-sensitive

- Can include upper and lowercase letters (A-Z and a-z), numbers (0-9), spaces (but not in 1st or last position), and special characters

- Must include at least 1 letter and 1 number

But they can't

- Include your User ID, last name, Social Security Number, EIN, ITIN, or the word 'password'

- Include the same character in 4 or more consecutive positions for example, AAAa is valid, but AAAA is not)

- Have 4 or more sequential characters, in ascending or descending order, in a row (for example, ABCD and 4321 aren't allowed)

- Be the same as the previous 4 passwords you used

Do Passwords Expire?

Passwords expire every 6 months (180 days). You'll be prompted to change your password when it expires.

For your security, an email is sent to the email under **Settings > Profile** whenever your password is changed.

If you haven't logged in for more than 18 months, your account may be temporarily suspended. Please have your employer contact ADP for assistance.

Changing My User ID

If you change your user ID, you'll be logged out and you must use your new User ID and current password to log into your account.

You can change your user ID only once within 24 hours.

1   In the upper-right corner of Employee Access, click your image and select **Settings**.

2   On the User ID tile, click **Edit**.

3   For your security, enter your password.

4   Enter a new user ID and click **> Check Availability**. If the user ID isn't available, try a different one.
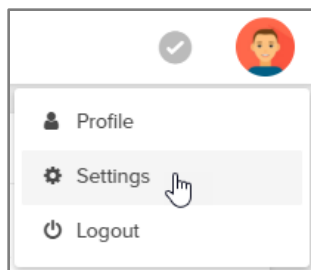
> **User IDs**: must be 4 to 50 characters and may include upper and lowercase letters (A-Z, a-z), numbers (0-9), and these special characters: - @ . _ (dash, at sign, period, underscore)

5   Click **Save** and then click **OK** to confirm the change.

6   Review your new user ID and click **OK** to log out.

You'll receive an email confirming that you made the change.

Changing My Password

1   In the upper-right corner of Employee Access, click your image and select **Settings**.

2   On the Password tile, click **Edit**.

3   Enter your current password, and then enter your new password twice.

4   Click **Save**.

You'll receive an email confirming that you made the change.

Changing My Email Address

1   In the upper-right corner of Employee Access, click your image and select **Profile**.

2   On the Personal Info tile, click **View**.

3   On the slider panel, click **Edit** next to your email address.

4   Type the correct email address and click **Save**.

5   In the upper left corner, click **< Profile**.

The new email address is now available in the list under **Settings > Contact Preferences** if you want to update it there as well. This email will be used for important security messages and forgotten login credentials.

Changing My Security Questions & Answers

1   In the upper-right corner of Employee Access, click your image and select **Settings**.

2   On the Security Questions tile, click **Edit**.

3   For your security, enter your password.

4   Choose 3 different security questions and enter your answers.

Be sure to choose answers that are meaningful to you, so you'll remember them. They don't have to be true, just easy to remember.

5   Click **Save**.

I Forgot My Security Questions & Answers

Ask your company's payroll contact to reset them for you.

The convenience of online pay statements, available to you **every pay period** in ADP® Employee Access®.

Pay statements are available on the actual date paid.

Choose a recent pay statement

Mask or unmask your pay info

Compare your last 4 pay statements

Save the pay statement as a PDF

Drill down to see details for each pay category

View all prior pay statements, listed by year
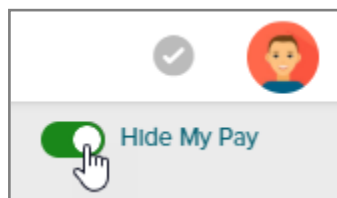
View My Pay Statement Online

Starting Point: Pay

1 To help prevent others from seeing your personal data, your pay information is masked when you open Employee Access.

To unmask it, click **Hide My Pay** in the upper-right corner, under your image.

2 The total gross pay, taxes, deductions, and take home pay are displayed for your most recent pay statement.

3 Click to view details for a prior pay statement. Up to 26 pay statements are available.

Print My Pay Statement

Starting Point: Pay

1 Find the pay statement you want to print.

4 Click **Download Pay Statement** and save it as a PDF to your computer.

5 Open the PDF and print it.

View Year-To-Date Totals

Starting Point: Pay > For Your Records tile

1 Click **View Year to Date**.

A panel slides in showing you your totals for the selected pay statement and for the year to date.

2 You can download the pay statement or select a different one.

3 At the top of the slider, click **< Pay** to go back to your Pay info.

## Can I Stop Getting a Paper Copy of My Pay Statement and Just Get It Online?

Yes. As long as all of your pay is deposited directly into at least one account and you provide consent, you can **Go Paperless**!

Your online pay statement is exactly the same as your paper pay statement.

Starting Point: Pay > Go Paperless tile

If you don't see the Go Paperless tile, speak with your company's payroll contact.

1 Click **Go Paperless**.

2 Under Pay Statements, click to turn on **Receive paperless statements**.
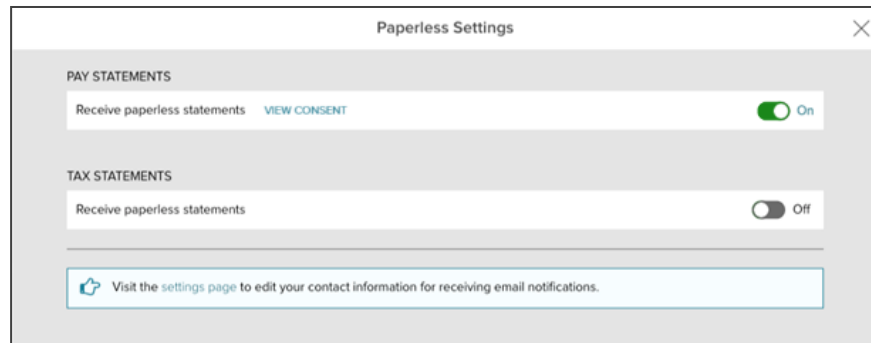
3 Review the Go Paperless Electronic Signature notice.

4 Select the **Receive Paperless Pay Statements** check box and click **I Agree**.

A View Consent link is available so you can review and print the signed Paperless Pay Statements Consent any time you want.

You'll receive an email confirming that you opted for Paperless Pay Statements. Depending on your payroll cycle, you may receive 1 or 2 paper vouchers before the paperless option takes effect.

What If I Change My Mind and Want to Receive Paper Pay Statements Again?

If you change your mind, you can turn off Go Paperless at any time.

Starting Point: Pay > Go Paperless tile

1 Click to turn off **Receive paperless statements**.

If you don't see the Paperless tile on the Pay screen, click your image in the upper-right corner and select **Settings**. You'll see the Paperless tile there with the options you have selected.

You'll receive an email confirming that you opted to receive paper pay statements. You can still access your pay statement online at any time using Employee Access.

If I'm terminated, can I still access my pay statements in Employee Access?

Yes. If you are terminated, you can sign into Employee Access for 3 years after your termination date. Once you sign in, you can:
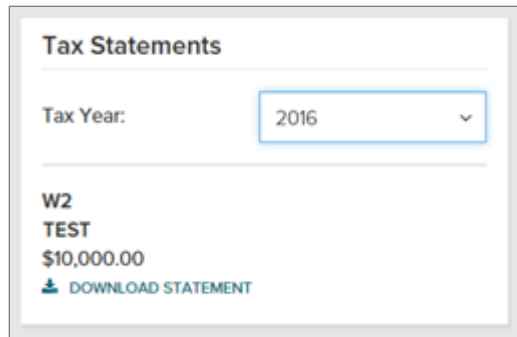
- Update personal name, address, email, and phone number
- View direct deposit and tax withholding info
- View and download pay statements
- View and download tax statements (W-2s and 1099s)
- Opt for paperless tax statements

W-2s and 1099s are available in Employee Access, starting with tax year 2015 for W-2s and 2016 for 1099s.

Viewing W-2s or 1099s online

Starting Point: Pay > Tax Statements

If more than one tax year is available, select the one you want.

If you have more than one W-2 or 1099 for the tax year you selected, you'll see all of them (up to 3 years) listed.

The Box 7 wage amount is not displayed for a 1099.

Frequently Asked Questions

Q When is my W-2 or 1099 available online?

Your W-2 or 1099 will be available soon after your company processes the last payroll of the year.

Q How many years of tax statements are available online?

Up to 3 years of tax statements are available, starting with tax year 2015 for W-2s and 2016 for 1099s.

Q Why don't I see my tax statement in Employee Access?

Speak with your company's payroll contact.

Q What do I do if there's an error on my tax statement?

Speak with your company's payroll contact.

Q Why is the information on my paper tax statement different from the online version?

It's possible that the W-2s or 1099s for your company were updated and you haven't received a revised hardcopy yet.

If your W-2 or 1099 statement is updated for any reason, the most recent version will be available in Employee Access within 24 hours.

Q How do I print my tax statement?

Click Download Statement to open it as a PDF file and then print it. The steps to open the PDF vary depending on the browser you're using. You may be asked to save it to your computer before you can open it.

Can I Stop Getting a Paper Copy of My Tax Statement and Just Get It Online?

Absolutely! Your online tax statement is exactly the same as your paper tax statement.

If you don't see the Go Paperless tile or the Tax Statements option, speak with your company's payroll contact.

1   On the Paperless tile, click **Go Paperless**.

2   Under Tax Statements, click to turn on **Receive paperless statements**.
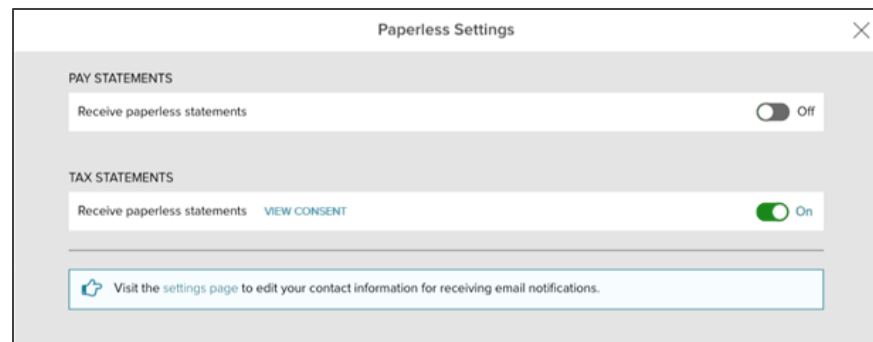
3   Review the **Go Paperless Electronic Signature** notice.

4   Select the **Receive Paperless Tax Statements** check box and click **I Agree**.

A View Consent link is available so you can review and print the signed Paperless Tax Statements Consent at any time.

You'll receive an email confirming that you opted for Paperless Tax Statements.

What If I Change My Mind and Want to Receive Paper Tax Statements Again?

If you change your mind, you can turn off Go Paperless at any time.

1   Under Tax Statements, click to turn off **Receive paperless statements**.

If you don't see the Paperless tile on the Pay screen, click your name in the upper-right corner of Employee Access and select **Settings**. You'll see the Paperless tile there with the options you have selected.

You'll receive an email confirming that you opted to receive paper tax statements. You can still access your tax statement online at any time using Employee Access.

If I'm terminated, can I still access my tax statements in Employee Access?

Yes. If you are terminated, you can sign into Employee Access for 3 years after your termination date. Once you are signed in, you can:

- Update personal name, address, email, and phone number
- View direct deposit and tax withholding info
- View and download pay statements
- View and download tax statements (W-2s and 1099s)
- Opt for paperless tax statements

If you want to change the address that's displayed on your W-2, be sure to sign in and make the change before the end of the year in which you were terminated.