

Getting Started with Employee Access®

Using Employee Access®, you can view up to 3 years of pay statements online at your convenience, safely and securely. Depending on the features offered by your company, you may also be able to enter timecard information.

Here's How to Register

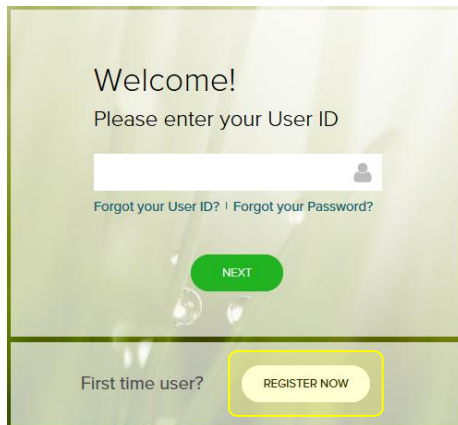
You must complete the one-time registration process in a web browser window on a PC, a Mac®, or a mobile device. You can't register using ADP® Mobile Solutions.

1. Go to myaccess.adp.com.

Depending on your employer, you may receive a Welcome email with this link, which you can click to register.

2. On the Welcome screen, click **Register Now**.

3. **For employees:** Enter your first and last name, date of birth, and Social Security number.



For Contractors: Click **Register as a contractor (1099)**, enter your Social Security number or Tax ID Number (TIN), and complete the remaining required fields.

Tip: Do you use a middle name or a suffix and you aren't sure where to put it? Your middle initial goes in the First Name field (John R), and your suffix in the Last name field (Smith Jr).

If you get a message that there isn't a match for your credentials, speak to your company's payroll contact.

4. Click **Next**.

5. Enter the user ID and password you want to use to sign into Employee Access and verify that your email address is correct.

User ID: Must be 4 to 64 characters and may include upper or lowercase letters (A-Z, a-z), numbers (0-9), and any special characters *except* spaces, \$, !, and #.

Password: Must be 8 to 20 characters and may include upper or lowercase letters (A-Z and a-z), numbers (0-9), spaces, and special characters. It must include at least one letter and one number, and is case-sensitive.

It can't include the same character in four or more consecutive positions (for example, AAAa is valid, but AAAA is not valid) and can't have four or more sequential characters, in ascending or descending order, in a row (for example, ABCD and 4321 are not allowed).

6. For your security, you must select security questions and provide a unique answer for each question. If you forget your sign-on information, you'll be asked to enter the answer to one of the questions to verify your identity.

You may be asked to enter additional personal information, which will be used only for verification.

7. At the bottom of the page, indicate that you have read and agree to the terms and conditions.
8. Click **Next** to go to the Employee Access Dashboard.

Which browsers can I use?

On a PC

- Microsoft Internet Explorer 9 and above
- Google Chrome™ 32 and above
- Firefox® 31 and above

On a Mac®

- Safari® 7.1 and above

Tips for Using Employee Access

Once you complete your registration, go to myaccess.adp.com or use the link in your Welcome email to sign into Employee Access. We suggest that you bookmark the address in your browser so it's easy to find later.

- Passwords expire every 180 days. You'll be prompted to change your password when it expires. For your security, an email is sent to the email address on file when your password is changed.
- You can change your password at any time. Click **My Security**. Enter your current password, enter your new password twice, and then click **Save**.
- Pay statements are available in Employee Access on the actual date paid.

Forgot Your User ID?

1. Go to myaccess.adp.com.
2. Click **Forgot your User ID**.
3. Enter your first name, last name, and email address and click **Next**.
4. For your security, you may be asked to enter additional personal information, which will be used only for verification. Click **Next**.
5. Enter the answers to your security questions and click **Next**.
6. Your User ID is displayed. Click **Next** to sign in.

Change your Password

1. Go to myaccess.adp.com and sign in.
2. Click **My Security**.
3. Under Security Info, enter your current password, and then enter your new password twice, to confirm.
4. Click **Save**.

Forgot Your Password?

1. Go to myaccess.adp.com.
2. Enter your User ID and click **Next**.
3. Click **Forgot your Password**.
4. For your security, enter the answers to your security questions. You may be asked to enter additional personal information, which will be used only for verification.
5. Click **Next**.
6. Enter your new password twice to confirm and click **OK**.
7. Click **Next** to sign in.

Forgot Your Security Answers?

Ask your company's payroll contact to request that ADP reset your security questions and answers.

If you have any issues signing in or if you have questions about the data you see in Employee Access, speak with your company's payroll contact.

Change Your Email Address

If you need to change your email address, ask your company's payroll contact to update it for you.

Want Access on the Go?



Once you are registered on myaccess.adp.com, you can also use the ADP Mobile Solutions app (on an Apple® or Android™ mobile device, or your device browser) to view your pay statements online. For more information, speak with your company's payroll contact.

To manage direct deposits, you must use Employee Access in a web browser on a PC or a Mac®, not on a mobile device.

Viewing Your Pay Statements Online

The convenience of online pay statements is available to you every pay period through Employee Access.

How do I view my pay statement online?

1. Sign into myaccess.adp.com.
To protect your personal data, your pay information is hidden when you open Employee Access.
2. Click **View Pay**. The total gross pay, taxes, deductions, and take home pay are displayed for the most recent pay statement.
3. To view totals for a prior pay statement, click the down arrow (▼) next to the current pay date and select the pay date you want.
4. **To view the details for a pay statement**, select **Pay** in the menu on the left and then select the pay statement you want to view. Up to 3 years of pay statements are available.

How do I print my pay statement?

There are 2 ways you can print your pay statement.

From the Dashboard

1. Click the down arrow (▼) next to the current pay date and select the pay date you want.
2. Click **Download Pay Statement** to open the statement in your PDF reader.
3. Print the statement.

From the Pay Statements page

1. In the left menu, click **Pay**.
2. In the list of pay statements, click the pay statement you want, to view the statement details.
3. Scroll down to the bottom of the page and click **Print**.