

Quick Registration for Employee Access®

View up to 26 pay statements and up to 3 years of tax statements online at your convenience, safely and securely. Additional features are available depending on what's offered by your company.

1 In your welcome email, click **Register Now** or go to my.adp.com.

2 Enter your first and last name

You may be asked to verify the month and day of birth or the last 4 digits of your SSN, EIN, or TIN

Let's get started

First, we'll need your information so that we can create your account with **Emerald Florist**

First name *

Gillian

Last name *

Wilman

And one of these *

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day

3 Enter your email and phone number

Email *

Work gillian.wilman@emeraldflorist.com

Phone *

Personal, Mobile +1 (888) 555-1234

It's OK to text me about my account *

Yes No

For security reasons, if you enter an email or mobile number that's already being used by someone else, you may also be prompted to choose 3 security questions.

4 Create the User ID and Password you'll use to sign in

Accept the Terms and Conditions

User ID *

Gillman227

Password (case sensitive) *

.....

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *

.....

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

5 Activate your email and phone number

Be sure to reply to the email or text message you receive within 24 hours. We'll use them to send a confirmation code to recover your user ID or password if you ever forget them.

6 Sign into Employee Access

Be sure to bookmark my.adp.com for the next time you sign in.

Log in to ADP

USER ID *

Gillman227

PASSWORD *

.....

Remember User ID

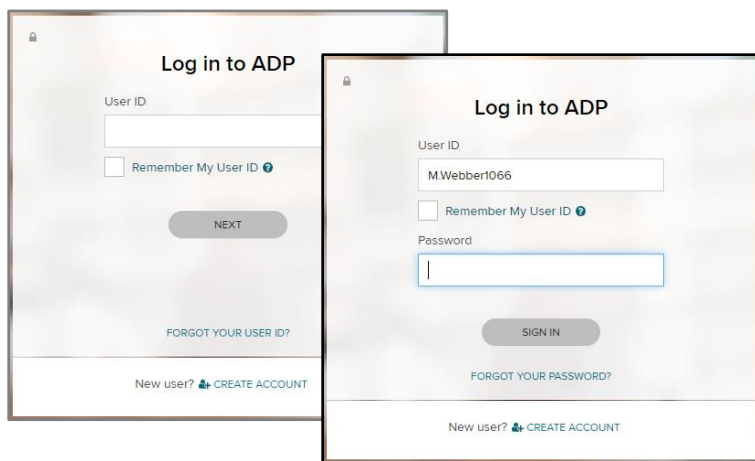
LOG IN

[FORGOT YOUR ID/PASSWORD?](#)

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.

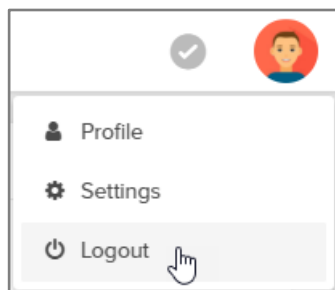
Signing Into Employee Access

- 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**.



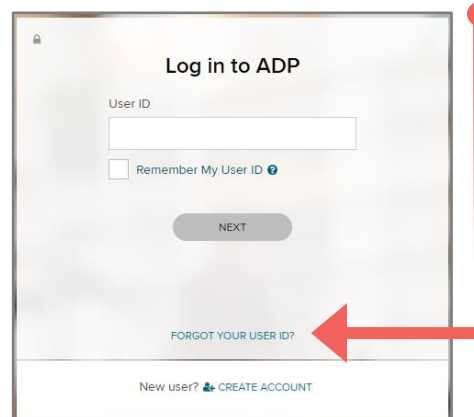
Logging Out

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**.

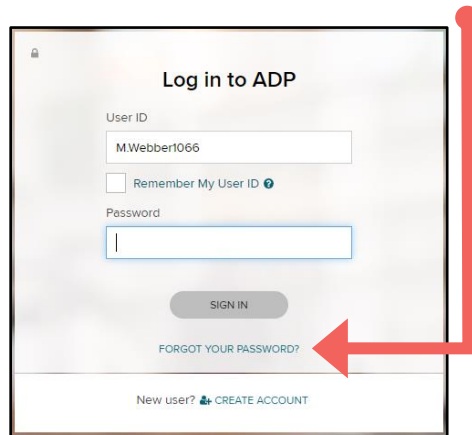


- 2 Enter your first name, last name, and email address and click **Next**.
- 3 Enter the answers to your security questions and click **Next**.
- 4 Your User ID is displayed for you. Click **Next** to continue logging in. You'll receive an email confirming that you made the change.

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.

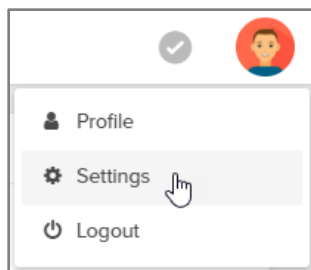
If you haven't logged in for more than 18 months, your account may be temporarily suspended. Please have your employer contact ADP for assistance.

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.

View Your Pay Statements Online in Employee Access®

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.

The screenshot displays the ADP Employee Access interface for viewing pay statements. The interface includes a sidebar with navigation icons, a main content area with a list of pay statements, a detailed breakdown of the selected statement, and a donut chart showing the composition of the gross pay. Callouts provide instructions on how to interact with these elements.

Pay Statements List:

Date	Take Home	Gross Pay
Jan 26, 2018	\$389.91	\$920.00
Jan 12, 2018	\$662.90	\$820.00
Dec 29, 2017	\$649.31	\$820.00
Dec 15, 2017	\$649.31	\$820.00
Dec 1, 2017	\$709.59	\$820.00
Nov 17, 2017	\$709.59	\$820.00

Selected Pay Statement Breakdown (Jan 26, 2018):

Category	Amount
Gross Pay	\$920.00
Regular (80 hours)	\$820.00
Automobile fringe	\$100.00
Taxes	-\$180.09
Other	-\$250.00
Take Home	\$389.91

Donut Chart Data:

Category	Amount
Gross Pay	\$920.00
Take Home	\$389.91
Other	-\$250.00
Taxes	-\$180.09

Callouts and Features:

- Choose a recent pay statement:** Points to the list of pay statements.
- Mask or unmask your pay info:** Points to the "Hide My Pay" toggle switch.
- Compare your last 4 pay statements:** Points to the "VIEW YOUR TRENDS" link.
- Drill down to see details for each pay category:** Points to the donut chart.
- Save the pay statement as a PDF:** Points to the "DOWNLOAD PAY STATEMENT" button.
- View all prior pay statements, listed by year:** Points to the "VIEW ALL PAY STATEMENTS" button.

View My Pay Statement Online

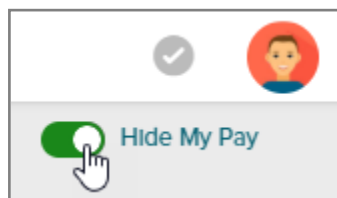
Starting Point: Pay

- 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.

	Feb 23, 2018 Statement	Year to Date Selected
Gross Pay	\$1,582.68	\$5,162.68
Taxes	-\$332.68	\$1,030.05
Federal Income Tax	-\$171.36	\$526.72
Social Security	-\$98.13	\$320.09
Medicare	-\$22.95	\$74.86
Ohio State Income Tax	-\$40.24	\$108.38
Other	-\$250.00	\$1,000.00
Loan	-\$250.00	\$1,000.00

- 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.

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.

Direct deposits are available in ADP® Employee Access® only if your company offers this feature.

You can have up to 4 direct deposit accounts.

Add a Direct Deposit Account

Starting Point: Pay > Direct Deposit tile

- 1 Click **Get Paid Faster** and then click **Add an Account**.

If you already have a direct deposit set up, click **Update Direct Deposit** and then click **Add an Account**.

- 2 Enter your bank's 9-digit routing number twice to confirm and click **Next**.

Use the account information from the bottom of a voided check from the account, not a deposit slip.

- 3 Enter your bank account number twice to confirm and click **Next**.

You have to type the number in the Confirm Account Number field—you can't copy and paste it.

Our partners at GIACT will confirm that the routing and account numbers you entered are valid for your financial institution.

- 4 Select how much of your pay you want to deposit into this account and click **Next**.

- **Deposit a specified amount** – enter the amount
- **Deposit a percentage of my pay** – enter the percentage
- **Deposit everything here / the remainder of my pay**

Any money that's left over will be issued to you as a paper check. If you don't want a paper check, make sure you choose **the remainder of my pay** for one of your accounts.

- 5 Select the Account Type, **Checking** or **Savings**.
- 6 Enter an optional name for the account (a nickname) and click **Next**.
- 7 Make sure the account details are all correct and indicate that you double checked. **If the account information is wrong, you will not be paid.**

- 8 Review and accept the terms and conditions and click **Done**.

If you have another direct deposit account, click **Add an Account** and repeat the steps to set up the account.

- 9 At the bottom of the page, click **Save**.


Change a Direct Deposit Account

Starting Point: Pay > Direct Deposit tile

- 1 Click **Update Direct Deposit**.
- 2 Click **Edit** for the account you want to change.
- 3 Update the account information and click **Done**.
- 4 At the bottom of the page, click **Save**.

Delete a Direct Deposit Account

Starting Point: Pay > Direct Deposit tile

- 1 Click  for the account you want to delete.
- 2 Click **Delete**.
- 3 At the bottom of the page, click **Save**.

Can I Cancel My Changes?


If you make changes and decide you want to undo them, click **Reset** at the bottom of the page. All changes since your last save will be undone.

Will I Get a Confirmation of My Changes?

When your direct deposit information is changed in Employee Access, you'll get an email confirmation. If you get an email confirming that changes were made and you didn't make them, speak to your company's payroll contact immediately.


Direct Deposit Examples

You want \$200 deposited into a Savings account and the rest distributed in a paper check.




Savings

Amount per paycheck
\$200


 EDIT


You want \$200 deposited into a Savings account and the rest deposited into a Checking account.



Savings


Amount per paycheck
\$200

 EDIT




Checking

Amount per paycheck
Remaining


 EDIT


You want 50% deposited into a Checking account and the rest deposited into a Savings account.



Checking


Amount per paycheck
50%

 EDIT




Savings

Amount per paycheck
Remaining


 EDIT


You want 75% deposited onto a paycard (use account type Checking) and 25% deposited into a Savings account.



Paycard


Amount per paycheck
75%

 EDIT




Savings

Amount per paycheck
25%


 EDIT


You want \$200 deposited into a Savings account, \$300 deposited into a Checking account, and the rest distributed in a paper check.



Savings


Amount per paycheck
\$200

 EDIT



Checking

Amount per paycheck
\$300

 EDIT

Tips for Direct Deposits

- The total of your percentage deposits can't be over 100.
- If you want to deposit 100% of your pay into one account, make sure you don't have any other accounts set up.
- For a paycard or pre-loaded debit card, choose Checking as the Account type. You may want to use Paycard as the nickname for the account.

Frequently Asked Questions

Q Why don't I see an option to enter my direct deposit details in Employee Access?

Speak to your company's payroll contact, who must activate the feature that allows you to manage your own direct deposits.

Q Can I set up a direct pay account to pay a monthly bill, like my mortgage or a utility bill?

No. Direct deposit is available only for bank accounts with a routing number and an account number.

Q What does Reset do?

Click Reset to undo any changes you made to your deposit accounts since the last time you saved in this session.

Q What is a Routing number and where do I get it?

It's a nine digit number that identifies your bank. You can find it on the bottom of a voided check from your bank account.

Q I don't have a voided check. Can I use a deposit slip?

The deposit slip doesn't show the bank's routing number, but you can contact your bank to get the number.

Q I added my direct deposit information but still received a check. When will my direct deposit start?

Typically, with your next pay. Check with your company's payroll contact for the exact date.

If only a partial amount of your pay is deposited into a bank account, the remainder will be distributed in a check.

Q I didn't receive a direct deposit payment, a paper check, or a pay statement. What happened?

Notify your company's payroll contact immediately.

Q Can I Stop Direct Deposit for One Paycheck?

Ask your payroll contact to stop your direct deposit when processing the payroll.

Q Can I change my direct deposit accounts using the ADP Mobile Solutions app?

Yes, you sure can! Select **Pay**, then select **Direct Deposit** under Additional Benefits.

Q When will my pay be available in my account?

Pay statements are available in Employee Access on the actual date paid.

Q I made changes to my direct deposits but didn't get an email confirmation. What should I do?

In Employee Access, click your photo and select **Settings**. Under Contact Preferences, make sure your email address is correct. To choose a different email, click **Edit**. To change an email address, go to **Profile > Personal Info > View**, and then click **Edit** next to the email you want to change.

Q Can I manage my HSA direct deposit accounts using Employee Access?

No, this information must be maintained by your company's payroll contact.

View and Update Your Federal Tax Withholding (Form W-4) in Employee Access®

Using ADP® Employee Access®, you can view and update your Federal W-4 withholding information online. Your employer will be notified if you make any changes.

Starting Point: Pay > Tax Withholding tile

- 1 To view a summary of your current tax withholding info, click **Federal**.
- 2 Click **Edit Withholding**.

Tax Withholding

Federal

Filing Status
Married filing jointly

Total Credit Amount
\$2,000.00

Other Income Amount
\$0.00

Deduction Amount
\$0.00

Additional Withholding Amount
\$0.00

[EDIT WITHHOLDING](#)

If you don't see the Edit Withholding button, speak with your employer.

- 3 Review the intro page. To help you get the most accurate withholding information, click **IRS Tax Withholding Estimator**.
- 4 At the bottom of the screen, click **Let's Begin**.

Federal Tax Withholding (W-4)

0%

Track your progress

Cancel changes and close

Hi Lexy, ready to set up your income tax withholding?

Answer a few questions about yourself to let your employer know how much to withhold for your federal income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.

The IRS has created the IRS Tax Withholding Estimator to help you get the most accurate withholding information. This is a great tool for people with more complicated tax situations. Once you've completed your calculation, you can come back to this experience to file your form. Note that you cannot use the estimator if you're a nonresident alien.

[IRS TAX WITHHOLDING ESTIMATOR](#)

If you don't complete this form, your employer is required to withhold income tax at the highest default status

[LET'S BEGIN >](#)

- 5 Verify your personal information. To review hidden info, click **Show**.

For your security, you must contact your employer if you need to change your Social Security number or date of birth.

Federal Tax Withholding (W-4)

10%

First, let's verify your personal information

Full Name
Lexy Elerby

Social Security Number
xxx-xx-xxxx [Show](#)

Home Address
56 Elm Street
Roseland, NJ 07068
US

Date of Birth
xxxx [Show](#)

Does your name match the name on your social security card?
If not, to ensure you get credit for your earnings, contact the Social Security Administration at 800-772-1213 or go to www.ssa.gov.

i If something doesn't look right, please contact your HR or payroll representative

[PREVIOUS](#) [NEXT](#)

If you need to change your legal address, close the window and then click your image and select **Profile**. On the Personal Info tile, click **View**.

- 6 When you're ready to continue, click **Next**.

What information do I need?

Next, we'll step you through the questions from the Federal W-4 form.

You'll need to have the following information available, from your Federal W-4 form. Help is provided along the way in case there's anything you aren't sure about.

- Are you a Nonresident Alien?
- What filing status do you want to use?
- Do you claim exemption from federal income tax withholding?
- Does your spouse work more than one job or does your spouse work?
- Will you and your spouse's combined income be \$400,000 or less?
- Want to make any other adjustments?

If at any point you want to cancel without submitting your changes, click the X in the upper-right corner of the window.

Review and Sign

You'll have a chance to review everything you entered and provide your electronic signature, and then the form is submitted to your employer.

Notifications: When your personal information is changed in Employee Access, you and your employer will both get an email confirmation.

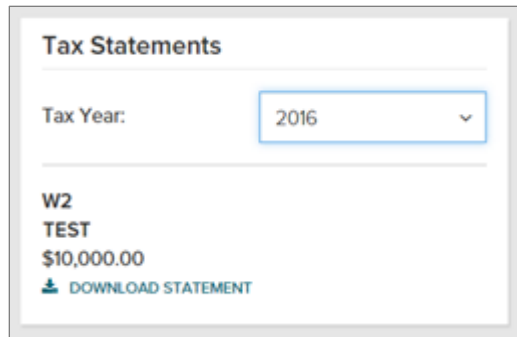
If you get an email confirming that changes were made and you didn't make them, speak to your employer immediately.

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.

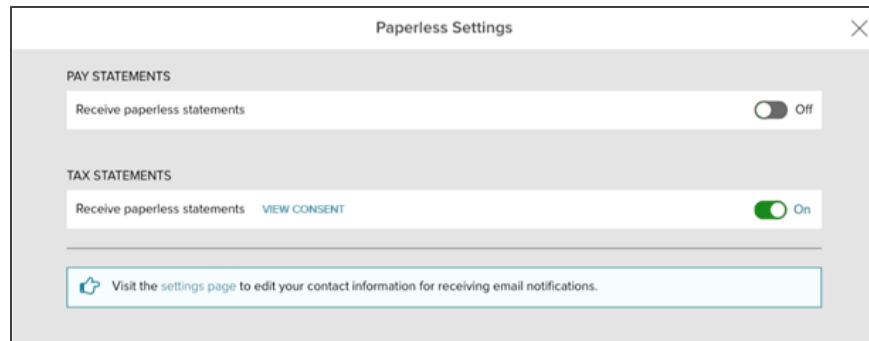
Can I Stop Getting a Paper Copy of My Tax Statement and Just Get It Online?

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

Starting Point: Pay > Go Paperless tile

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.

Starting Point: Pay > Go Paperless tile

- 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.