

Getting Started with Employee Access®

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

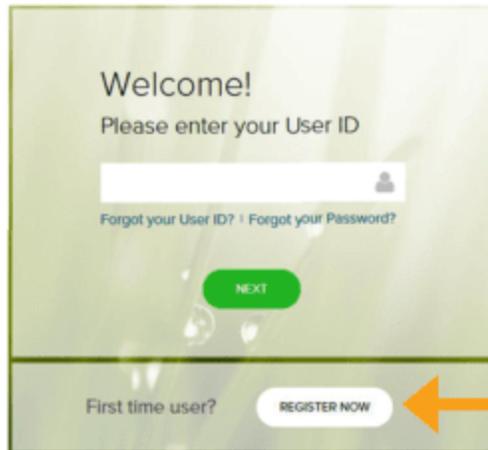
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Here's How to Register

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 the ADP® Mobile Solutions mobile app.

Get your personal registration code

1. Go to [REDACTED]
2. On the Welcome screen, click **Register Now**.



3. **Employees** - Enter your first and last name as they appear on your pay statement, your date of birth, and Social Security number.

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

 Do you use a middle name or a suffix but you aren't sure where to put it? Your middle initial goes in the First Name field (John R) and your suffix goes 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. Check the box to let us know you aren't a robot. As an added layer of security, you may be asked to answer a question about an image. Just in case you need it, there's help available under the image.
5. A Personal Registration Code is required to continue. Check your email address and click **Send Code**.

Only a portion of your email address is displayed. If what you see doesn't look correct, speak to your company's payroll contact.

Enter your code and finish registering

1. Check your email for your Personal Registration Code. Enter it on the next screen and click **Next**.



This personal registration code is valid for 15 calendar days after it was first issued. If you try to use your code after 15 calendar days, you'll be prompted to request a new one.

2. Enter the user ID and password you want to use to sign into Employee Access.

User ID: must be 4 to 64 characters and may include upper and 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 and 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.

Your password 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).

3. For your security, you must select security questions and provide a unique answer for each one. If you forget your sign-in 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.

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

Tips for Using Employee Access

Once you complete your registration, go to [redacted] 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.
- 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.

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

Want Access on the Go?



Once you're registered on [redacted], 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 and tax 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.

Help with Sign-In and Security

Forgot Your User ID?

1. Go to [REDACTED]
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.

Forgot Your Password?

1. Go to [REDACTED]
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 **Save**.
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.

Need to Change your Password?

1. Go to [REDACTED] and sign in.
2. Click **My Settings**.
3. Under Password, enter your current password, and then enter your new password twice, to confirm.
4. Click **Save**.

Need to Change Your Email Address?

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

Viewing Your Pay Statements Online

The convenience of online pay statements is available to you every pay period through Employee Access. Pay statements are available on the actual date paid.

View My Pay Statement Online

1. Sign into XXXXXXXXXX

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.

Print My Pay Statement

There are 2 ways to 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. A list of pay statements is displayed. Click the statement you want, and then review the statement details.
3. Scroll down to the bottom of the page and click **Print**.

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

Yes you can, using the Go Paperless option!

1. On the Dashboard, click **My Settings**.
2. Under Statements, select **Go Paperless**.
3. Review the **Terms and Conditions**.
4. Select **Pay Statement**, and then click **I Agree**.

A link is provided so you can review and print the signed Paperless Terms & Conditions any time you want.

You'll receive an email confirming that you have opted to Go Paperless.

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.

1. On the Dashboard, click **My Settings**.
2. Under Statements, deselect **Go Paperless**.

You will receive an email confirming that you have opted to receive paper pay statements.

You can still access your pay statement online at any time using Employee Access.

What Do I Do If I Don't See the Go Paperless Option?

Speak with your company's payroll contact.

Managing Your Direct Deposits

Direct deposits are available in Employee Access only if your company offers this feature. You can have up to 4 direct deposit accounts.

Add a Direct Deposit Account

1. On the Dashboard, click **Add Direct Deposit**.

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, an optional Bank name, 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. You can't copy and paste it.
4. Select how much of your pay you want to deposit into this account and click **Next**.
 - **A specific dollar amount** – enter the amount
 - **A percentage of my pay** – enter the percentage
 - **All of my pay / the rest of my pay**
5. Select the Account Type, **Checking** or **Savings**.
6. Enter an optional name for the account (a nickname) and click **Next**.
7. Review and accept the terms and conditions and click **Done**.

The account details are displayed on a tile on the Direct Deposit page.

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

8. At the top of the page, click **Save**.

Change a Direct Deposit Account

1. On the Dashboard, 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 top of the page, click **Save**.

Delete a Direct Deposit Account

1. On the Dashboard, click **Update Direct Deposit**.
2. Click  for the account you want to delete.
3. Click **Delete**.
4. At the top of the page, click **Save**, and then click **OK**.

Can I Cancel My Changes?

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

Can I Stop Direct Deposit for One Paycheck?

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

What If there's Money Left Over after Pay Is Deposited into My Accounts?

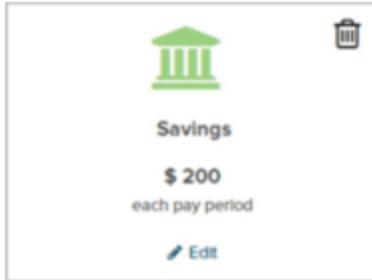
Any money that's left over will be issued to you as a paper check. If you don't want a paper check, make sure you choose "the rest of my pay" for one of your accounts.

Will I Get a Confirmation of My Changes?

Whenever your direct deposit information is changed, 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

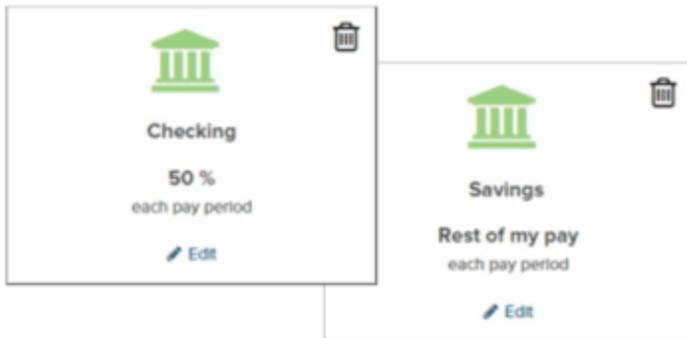
You want \$200 deposited into a savings account, and the remaining amount in a paper check.



You want \$200 deposited into a savings account, and the remaining amount deposited into a checking account.



You want 50% deposited into a checking account, and the remaining amount deposited into a savings account.



You want 75% of your pay deposited onto a paycard, and 25% deposited into a savings account.



You want \$200 deposited into a savings account, \$300 deposited into a checking account, and the remaining amount in a paper check.



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.

Direct Deposit FAQs

Which account type (Checking or Savings) do I select if I want all or part of my pay to be deposited to a paycard or pre-loaded debit card?

Checking.

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.

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.

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 the bank account.

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.

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.

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.

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

No. At this time, you can only manage your direct deposits using Employee Access on the web.

When will my pay be available in my account?

Usually on your pay date, although you may be able to view your pay statement in Employee Access 1 day before your pay date.

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

In Employee Access, click **My Info**. Make sure your email address is correct. If needed, ask your company's payroll contact to update it for you.

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

Notify your company's payroll contact immediately.

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

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

Viewing Your Tax Statements Online

W-2s and 1099s are available in Employee Access starting with tax year 2015 for W-2s and 2016 for 1099s. You'll still get a paper copy of your tax statement.



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

How do I view my W-2 or 1099 online?

1. Sign into [REDACTED]
2. On the Dashboard under Tax Statements, select the tax year you want.

Tax Statements

TEST COMPANY

\$XXX,XXX Reveal

(Current as of 01/02/2016)

[Download Tax Statement](#)

- For W-2s, click to **Hide** or **Reveal** your W-2 Box 1 wage amount on the Dashboard.
- Select **Download Tax Statement** to view and print your W-2 or 1099.
- If you have more than one W-2 or 1099 for the tax year you selected, you'll see all of them (up to 5) listed.

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.

How many years of tax statements are available online?

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

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

Speak with your company's payroll contact.

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

Speak with your company's payroll contact.

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.

The "Current as of" date is displayed for W-2s. At this time, it is not displayed for 1099s.

Additional Features

For more information about any of these features, speak with your company's payroll contact.

Health Benefits

If you are enrolled in Benefits, you'll see a summary of those benefits in Employee Access.



To see your current benefit deductions, click **Reveal**.

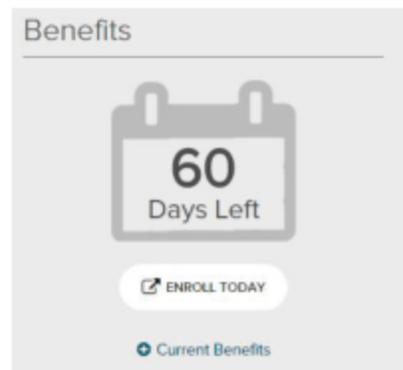
If you are already enrolled, click **View Benefits** to see your current benefit deductions. Since you already signed into Employee Access, you don't need to sign in again!

Important: Access is provided if your employer purchased a health policy through Automatic Data Processing Insurance Agency, Inc.

If you are a new hire or it's an open enrollment period, you'll see an open enrollment countdown with a link to enroll today.

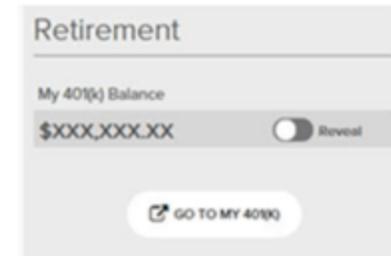
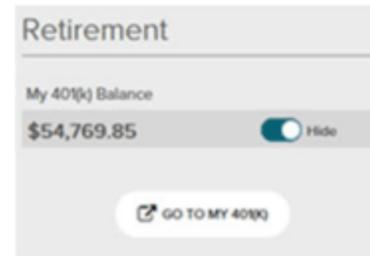
The options you see vary depending on the Benefit features offered by your company.

Important: Your employer must have their health & benefits managed through ADPIA and have the online benefits administration option.



Retirement

If you participate in an ADP 401(k) plan and you have a balance, you'll see the Retirement section when you sign into Employee Access. Just click **Reveal** to see a snapshot of your retirement savings account.



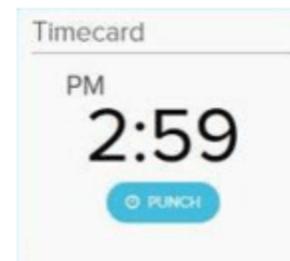
For in-depth information and to manage your plan, click **Go to my 401(K)** to go to your ADP 401(k) Participant website. Since you already signed into Employee Access, you don't need to sign in again!

Time

If your company uses eTimecard solution or ADP's Time & Attendance for RUN Powered by ADP®, you can manage your time in Employee Access.

The Time section varies depending on the Time features offered by your company.

eTimecard



Time & Attendance



Ask your company's payroll contact to check RUN Help & Support for guides that can help you get started.