Year-End Statements
Online Viewing on myADP

https://my.adp.com
Employees will need to establish an ADP user id/password first by clicking on the Register Now button.
Registration – Company Pass Code

Welcome

Let's get you started

Registration code

Next

Registration Code is RRTS-RRTS2017

Do you want to set up an account with OrganizationXYZ?

No

Yes
Verify Identity

If user clicks on View Sample Document button, the following image would appear.

Google™ reCAPTCHA process must be completed

Workday Empl Id

Company Code is RWD
Enter Primary Contact Information

Tell us how to reach you

Primary email address (used for notifications)

Primary mobile phone number

United States +1

Email address is required and user will select type as business or personal. Mobile phone number is optional, although encouraged (if available). Email address and/or mobile number must be unique within organization to continue.
Verify Identity Continued

Employee will select a valid response to each question within 30 seconds.

These questions and their answer choices are generated from public records and other commercially available data sources. The responses are not used for any purpose other than to verify your identity and are not shared with your organization.
Provide all remaining contact information

Enter your contact information

To avoid answering your security questions during your next password reset, you can:
- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Primary email address (used for notifications)

- Business
- Personal

Secondary email address

- Business
- Personal

Primary mobile phone number (recommended)

Country code

- Business
- Personal

ADD SECONDARY

I authorize ADP to send me notifications regarding my account, according to ADP’S TEXT MESSAGING TERMS AND CONDITIONS.

NEXT

Consider adding a mobile phone number

Adding a mobile phone number to your account will help you recover your account.

CONTINUE

RETURN

Primary contact information provided on earlier step will be pre-populated on this screen, although user can still update from here.

User will be encouraged to enter at least one mobile phone number, although not required.

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The Security Q&A section is used for resetting a password or retrieving a user id in the event a user forgets their information.

Employees will be asked to select and answer three different questions from the drop-down menu.

User ID consists of a general format that is automatically generated:
- First letter of first name
- Last Name
- @
- Client Id
Confirmation Page

Congratulations! Your registration is complete!

Your account

- Your user ID: USERONE@adp
- Your available ADP services:
  - MYADP

Activate your email

- Activate your email address within 24 hours by responding to the message sent to you:
  - [email protected]

Note: After registration, only the assigned User Id and Password will be required to logon to the W-2 Service web site.
Activation Process - Email

Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

ADP Generated Message: Activate Your Email Address

To: JohnDoe@adp.com

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

<Your activation link>

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization’s administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-YBE-K30-2EYEAQ
Activation Process – Mobile (if applicable)

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code.

**Note:** In some countries, your activation process will differ; so, follow the instructions in the text message to activate your mobile number.
TEST USER
Thank you for setting up your account with ADP. We look forward to providing you with the best service.

Your User ID: FLSname@clientid

To access an ADP service, click on a link below:
MyADP: https://my.adp.com

To manage your account information, log in to your ADP service.

Need help or have questions about your account? Please contact your employer for further assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: PR-076-G06-21A77E
Paperless Prompt

Employee must check the option to Receive Paperless Tax Statements and click "I Agree" before they can elect for paper suppression.
Landing Page

Pay

Tax Statements

- Tax Year: 2016
- 1095-C I TEST CLIENT
- W2 I DOMESTIC EMPLOYER NAME F
- $XX,XXX.XX
- 1095-C I AUTOMATIC DATA PROCESSIN

If Hide My Pay is enabled, the dollar amounts displayed on this particular page will be masked (the actual pdf image is not masked however).

This setting will be retained for future login attempts unless the user changes.

This is the initial view users would see if they had previously completed the paperless setup on the ADP web site.

Depending on the tax forms the client processes and posts online with ADP, the user may see various form types available to them.

If the client is not configured for any paperless option, they would see this landing page after login by default.
Landing Page
(Alternate View if Go Paperless option is configured for client and user has not elected that option)

This is the initial view users would see after login if the Employee Selectable paperless option is configured for the client.

This view would also display if user has disabled the paperless option in a previous session.

If the client is not configured for any paperless option, they would not see this screen.
Employee can hover over or click on their profile in the top right corner of the page and access the Settings page.