

How to: Get Electronic Pay Statements



This Guide will provide step by step instructions on how to switch to Paperless Pay Statements

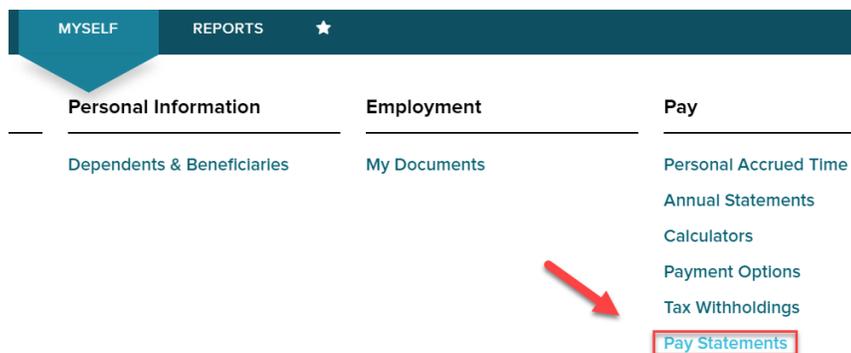
Step 1: Navigate to ADP: <https://workforcenow.adp.com/workforcenow/login.html>

Step 2: Enter your credentials (set up during open enrollment)

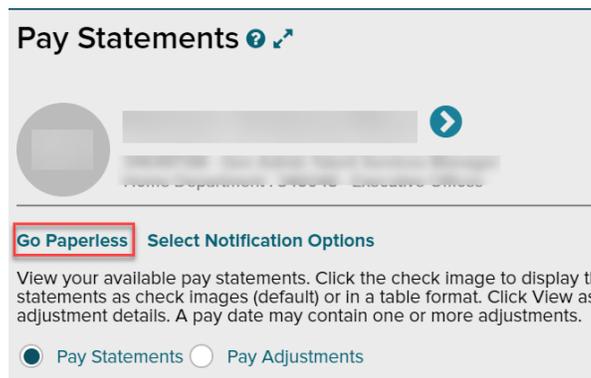
Step 3: Click under **Myself**



Step 4: Click on **Pay Statements** which is under the Pay category



Step 5: Click on **Go Paperless**



Step 6: This opens a new page where you'll go through the 4 step process to confirm going paperless will work for you. If at any time you do NOT want to proceed, simply log out and you will continue to receive paper statements at the address on your employee record.

Pay Statements - Go Paperless

1. Select Options
2. Accept Agreement
3. Verify Online Viewing
4. Confirm

Choose to access your pay statements online, and stop receiving paper copies of your statements. Statements are retained securely online for 3 years. If you want to retain a copy of a statement for longer than 3 years, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at any time.

Access my Pay Statements online only

By selecting this option, you will receive your pay statements online only. You will no longer receive paper copies. After you click next you need to accept terms and conditions and then verify that you can view your statements online.

CANCEL PREVIOUS **NEXT** DONE

Step 7: Carefully review the consent information click “I Agree” then **Next**

Pay Statements - Go Paperless

1. Select Options ✓
2. Accept Agreement
3. Verify Online Viewing
4. Confirm

Agreement to Stop Receiving Paper Pay Statements

- By accepting to go paperless, you consent to stop receiving paper Pay Statements from your employer and access your Pay Statements only on the secure website. It may be one to two pay periods before you stop receiving a paper statement.
- Your consent applies to Pay Statements furnished every pay period until that consent is withdrawn.
- Hardware and Software required: A computer with Internet access, a browser capable of displaying most common internet web pages, and the ability to view your online statement. Note: you will need to confirm your ability to view your online pay statement on the following page.
- You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, you will receive a confirmation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a confirmation letter from your employer.

I Agree

CANCEL PREVIOUS **NEXT** DONE

Step 8: Next, review the instructions which confirms the ability to see a pdf on the computer being used. Copy the confirmation # as seen below

Pay Statements - Go Paperless

1. Select Options ✓
2. Accept Agreement ✓
3. Verify Online Viewing
4. Confirm

Can View Pay Statements Online

Statements are viewable as a PDF using Adobe® Reader®, or as a screenshot. Enter the displayed confirmation number. If you do not enter a confirmation number, click Cancel to close the page. If you are unable to view the confirmation number, you may need to make sure you have the latest version of Adobe Reader installed and try again.

Please enter the confirmation number shown below into the text box:

LTRQMAXPGWPB

CANCEL PREVIOUS **NEXT** DONE

Step 8b: Then scroll down and enter the confirmation # and then click **Next**.

Enter confirmation number here:

PREVIOUS **NEXT** DONE

Step 9: Confirm the email address ADP has on file is the one you want the electronic statements sent to and then click **Done**.

Pay Statements - Go Paperless



1. Select Options

2. Accept Agreement

3. Verify Online Viewing

4. Confirm

Thank You

Thank you for choosing to stop receiving paper Pay Statements and access your Pay Statement using the secure website only. Click Done to save your settings.

Reminder: When your latest Pay Statement becomes available on the website, a notification will be sent automatically to the e-mail address that you provided. (If you have selected to receive e-mail notification).

E-mail Address

CANCEL

PREVIOUS

NEXT

DONE

Lastly, you'll get a confirmation that the changes have been saved and as the instructions previously noted it may take a few statements for the changes to take affect

Your paperless selection has been saved successfully.

[Restart Paper](#) [Select Notification Options](#)

View your available pay statements. Click the check image to display the in statements as check images (default) or in a table format. Click View as Check adjustment details. A pay date may contain one or more adjustments.

You'll also receive a confirmation email to the email referenced above from adpfeedback@adp.com saying Thank You for consenting to electronic delivery.

Please remember to logout of ADP at the top right of the screen when you are finished.

CALENDAR **LOG OUT**