

ADP Employee Self Service

Once an employee's direct deposits begin for automatic payments they will no longer receive paper pay statements. ADP's Employee Self Service is available for employees to view and print their pay statements. Employees are also able to review their benefits they are enrolled in, look at year to date earnings and view charts and trends as to how your pay is broken down and print down their tax forms.

To enroll in this added IW benefit, follow the below steps.

1. Please obtain your personal self-service registration code from your HR office via email. The code is a mixture of letters and symbols, lower and upper case with no rhyme or reason to it.
2. Go to <https://my.adp.com>
3. Select **First Time Users Register Here** to start the registration process.
4. Follow the steps:
 - a. Enter your registration code (from your HR email).
 - b. Verify your identity.
 - c. Get your User ID and password.
 - d. Select your security questions.
 - e. Enter your contact information.
 - f. Enter your activation code.

You will then have the ability to review your information and complete the registration process.