

Navigating MyADP.com



Frequently Used Terms

- **Registration** - Making an online account at MyADP.com.
If you don't have an account, you can find a guide on your State website.
- **Paystub** - A paystub is like a receipt for your pay. It shows how much money you earned in the pay period. It also shows how much money was taken out for taxes.
- **W-2** - This shows your annual wages This also shows taxes withheld from your pay. You need it when you do your taxes.
- **Dashboard** - Your landing page when you visit MyADP.com. It's where you can find your pay details.
- **Wisely Pay Card** - This is a direct deposit card. You must sign up for it to use it.

My Pay

- After logging into ADP, you will land on your **ADP Dashboard**. There you can see your current paystub. (Fig. 01)
- If your pay is hidden (e.g., \$X,XXX.XX), press **Show**. (Fig. 01)
- To view your pay history and W-2s, use the **Pay** option. (Fig. 01)
- The default year is the current year. You can use the menu to choose a different year. (Fig. 02)
- Check the box next to the paystub you want to see. Press **View Statement** to see all the details. (Fig. 02)
- Press **Download** to save a copy of your paystub. (Fig. 02)

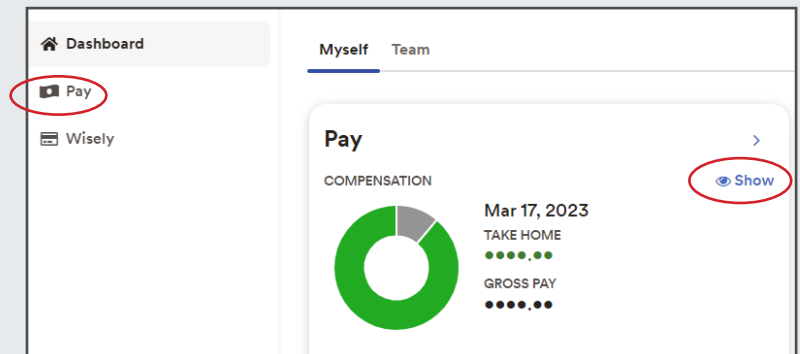


Fig. 01

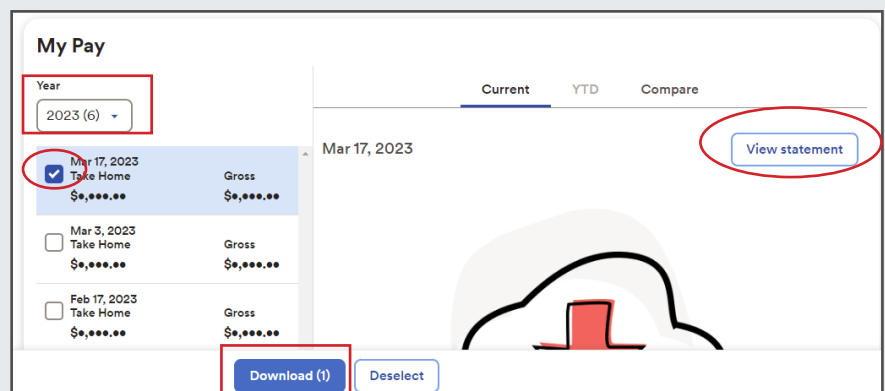


Fig. 02

W-2s/Tax Statements

- Your W-2s are at the bottom of the My Pay History screen. Under **Tax Statements**. Press **View all statements**. (Fig. 03)
- **IMPORTANT:** If you worked with any other company besides CDCN, you'll get a W-2 from them too.

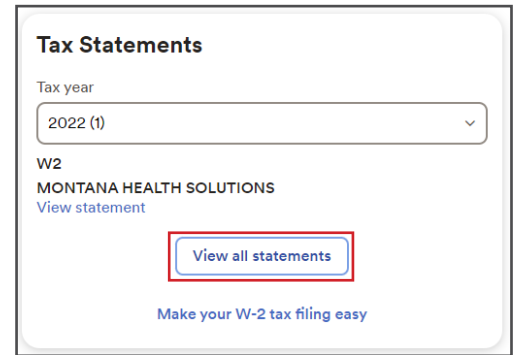


Fig. 03

Wisely Pay Card

- The **Wisely Pay Card** is a direct deposit card. You must sign up for it to use it.
- You can contact your local CDCN office for more information on how to sign up.

Account Settings

- To change your settings in ADP, press your initials in the top right corner of your ADP dashboard.
- Press **Settings**. (Fig. 04)
- You can change things like contact information, accessibility, and security. (Fig. 05)

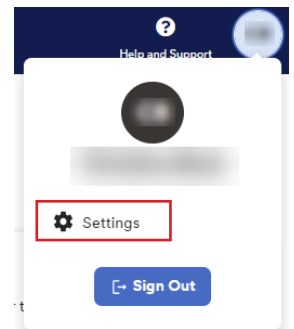


Fig. 04

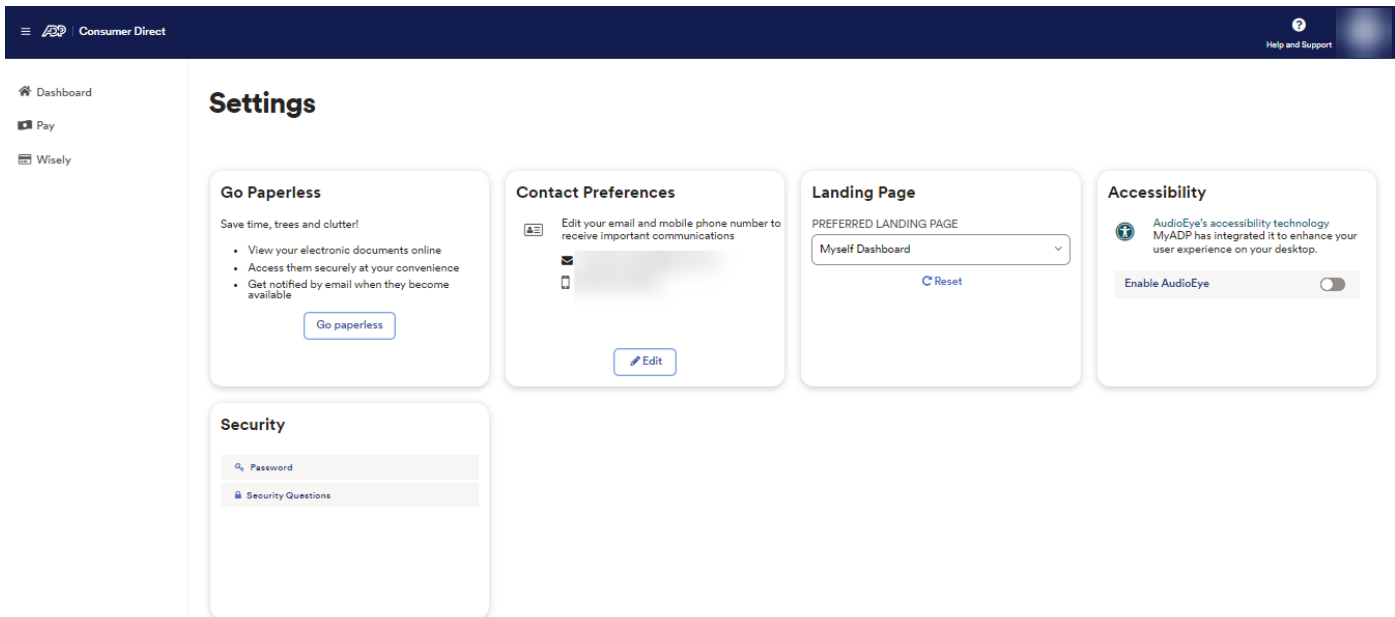


Fig. 05