

Navigating MyADP.com

Frequently Used Terms

- Registration Creating an account online with MyADP.com to access pay and tax history documents. If you haven't registered yet, you can find instructions for how to do so on the CDWA website > IP Resources > Payroll Materials
- **Paystub** Also known as a payslip, payment, pay statement, or remittance advice slip, that outlines details of payment, such as the amount you were paid for a particular period, and the amount of taxes deducted.
- W-2 This tax statement shows the amount of taxes withheld from your paycheck for the year and is used to file your federal and state taxes.
- Dashboard Also known as your home page or landing page, where you can access the Navigation Panel to find information about your pay, etc.
- Wisely Pay Card This is a direct deposit card and requires enrollment.

My Pay

- After logging into ADP, you will land on your
 ADP Dashboard, where your current paystub will be displayed. (Fig. 01)
- If your pay is hidden (e.g., \$X,XXX.XX), select the Show button. (Fig. 01)
- To view your Pay History, including detailed Pay Stubs and Tax Statements (W-2s), click on Pay. (Fig. 01)
- The default year is set to the current year.
 To choose a different year, select the Year box and select the year you wish to view. (Fig. 02)
- Select the box next to the pay statement you want to see. Select View Statement to view the pay details of that paycheck. (Fig. 02)
- You can also select **Download** to download the pay statement to your device. (Fig. 02)





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W-2s/Tax Statements

- To access W-2s, scroll down to the bottom of the My Pay History screen to Tax Statements. Select View Statement. (Fig. 03)
- IMPORTANT: If you worked for any other company(s) besides CDWA, you will also receive a W-2 from that employer(s) for the timeframe you worked for that company(s).

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W2	
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Wisely Pay Card

- + The Wisely Pay Card is a direct deposit card and requires enrollment.
- If you are interested in enrolling in the Wisely Pay Card, you can sign up from your Pay application in Workday. You can also email InfoCDWA@ConsumerDirectCare.com for more information on how to enroll.

Account Settings

- To change your settings in ADP, select your initials in the upper right-hand side of your Home dashboard.
- Select Settings.(Fig. 04)
- From your Settings page, you can select the various settings to edit your ADP settings, including: Email Notifications, Contact Preferences, Landing Page, Accessibility, and Security. (Fig. 05)



· Dashboard I Pay	Settings				
ios y	Go Paperless Save time, trees and clutter! • View your electronic documents online • Cases them securely at your convenience • a ele notified by email when they become evailable Go paperless Security • Peereord • Security Questions	Contact Preferences Edit your email and mobile phone number to receive important communications Edit Edit	Landing Page PREFERRED LANDING PAGE Myself Dashboard C Reset	Accessibility AudioEye's accessibility technology MyADP has integrated it to enhance yo user experience on your desktop. Enable AudioEye	

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