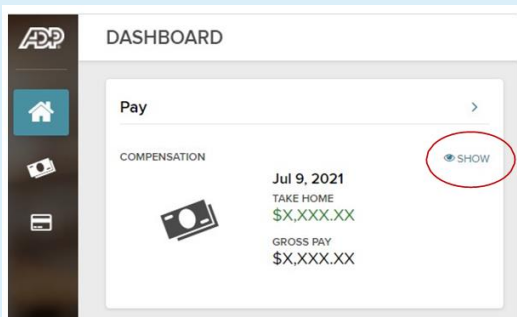


NAVIGATING MyADP.com

Frequently Used Terms

- **Registration** – Creating an account online with MyADP.com to access pay and tax history documents.
- **Paystub** – Also known as a payslip, payment, or remittance advice slip, that outlines details of payment, such as the amount someone was paid for a particular period, and the amount of taxes deducted.
- **W2** – This tax statement shows the amount of taxes withheld from someone’s paycheck for the year and is used to file a person’s federal and state taxes.
- **Dashboard** – Also known as your home page or landing page. When you first log into ADP, you will be taken to your MyADP Dashboard, where you can access the Navigation Panel to find what you are looking for.
- **Wisely Pay Card** – This is a direct deposit card and requires enrollment.



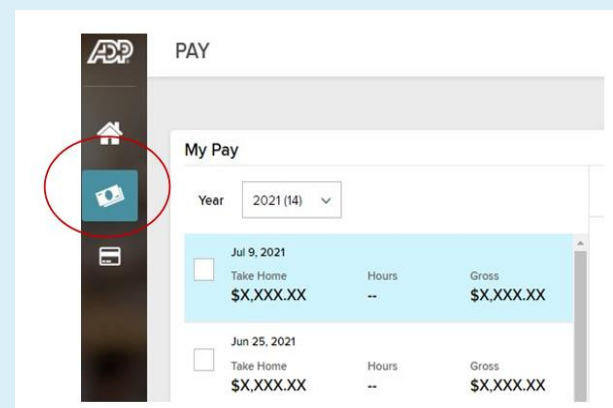
My Pay

- After logging into ADP, you will land on your **ADP Dashboard**, where your current paystub will be displayed.
- If your pay is hidden (e.g., \$X,XXX.XX), click on the **Show** button.

My Pay History

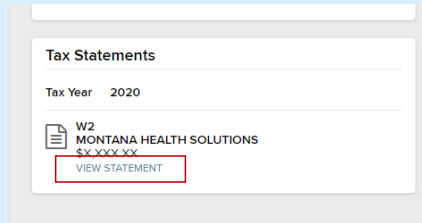
To view your **Pay History**, including detailed Pay Statements and Tax Statements (W-2’s), click on the Pay (dollar) icon.

- The default year is set to the current year. To select a different year, click into the Year box and select the year you wish to view.
- Click the box next to the pay statement you want to see.
- Click on **View Statement** to view the pay details of that paycheck. You can also select **Download** to download the pay statement to your device.



W2's/Tax Statements

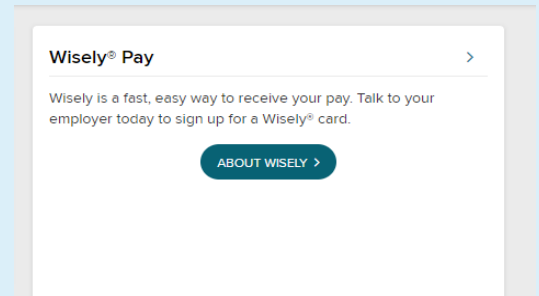
- To access W2's, navigate to the right-hand side of the My Pay History screen to **"Tax Statements."**
- Click on **"View Statement."**



****Important:** If you worked for any other company(s) besides CDWA, you will also receive a W2 from that employer(s) for the timeframe you worked for that company(s).

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, click on your initials in the upper right-hand side of your Home dashboard.
- Click on **"Settings."**
- From your Settings page, you can click through the various settings to edit your ADP settings, including: Email Notifications, Contact Preferences, Landing Page, Accessibility, and Security.

