

# 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, instructions for how to do so are on the CDTN website > Training Materials > ADP Registration Instructions*
- **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)

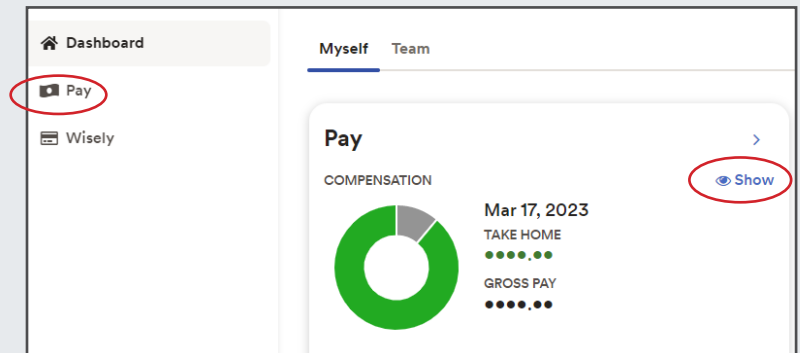


Fig. 01

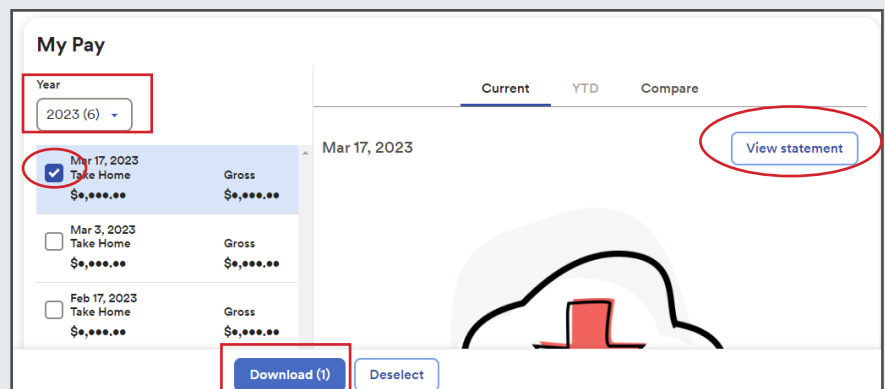


Fig. 02

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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 CDTN, you will also receive a W-2 from that employer(s) for the timeframe you worked for that company(s).

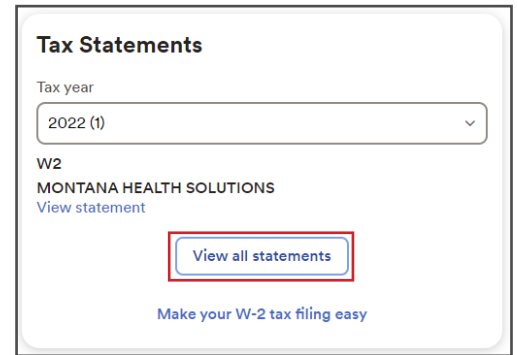


Fig. 03

## 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, please download a Pay Selection form from our website and email it to [InfoCDTN@ConsumerDirectCare.com](mailto:InfoCDTN@ConsumerDirectCare.com).

## 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)

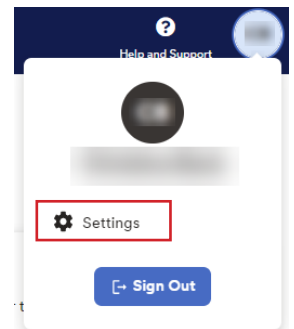


Fig. 04

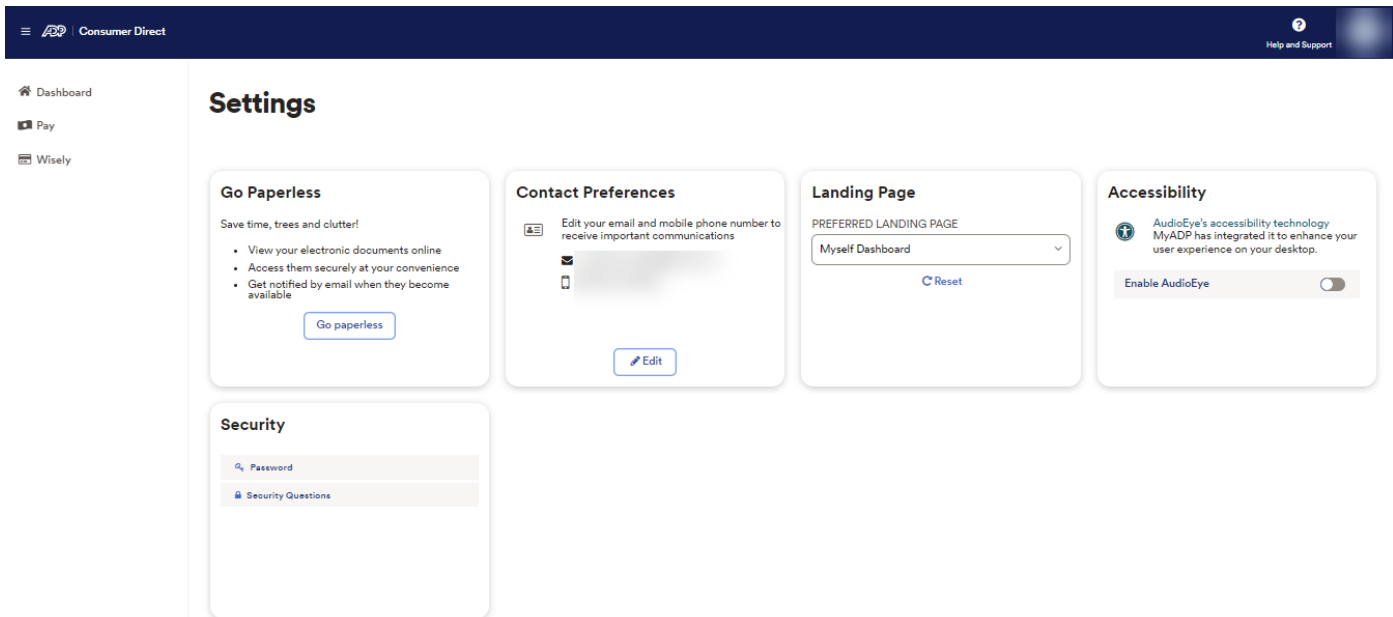


Fig. 05

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