

MYADP QUICK GUIDE

BOOKMARK THE LINK: <HTTPS://NETSECURE.ADP.COM/PAGES/SMS/ESS/V3/PUB/SSR/THEME.JSP>

After you have received your first paycheck, you will receive a personal registration code in an email from ADP (noreply@adp.com) to register for a MyADP account. Once registered, you will have the ability to review your pay stubs and W2 forms.

Please check your spam or junk folder. If you have not received the email, reach out to payrollcorporatehr@solomonpage.com for assistance. This registration code is valid for 15 days from the date of issue.

To register, please follow the below steps:

Step 1: Go to [Self Service Registration \(adp.com\)](https://adp.com)

Step 2: Click "I have a registration code"

Step 3: Use the registration code sent to you via email

Step 4: Supply the required information

To view your pay stubs or W2s in the MyADP system:

Step 1: To log back in any time after your registration is complete, use this link (workforcenow.adp.com) and the username and password you created.

Step 2: Go to the tab marked "Myself" and select "Pay"

Step 3: To view your pay stubs, select "Pay Statements" or to view your W2s, select "Annual Statements" and click on the year you are looking for

If you are enrolled in Direct Deposit, you can look at your Direct Deposit pay information in the MyADP system. **You will not receive a paper Direct Deposit Advice.**

For questions, please contact payrollcorporatehr@solomonpage.com.