

Setting up Paperless Statements with MYADP

1. Log into MYADP at myadp.com. Click "Next" and then input your password and click "Sign In".

2. Once you are logged in, you will appear on the home screen. You will then want to click on your profile which are your initials located on the right.

3. Once you have clicked on your profile then click on settings.

4. Once in settings, click on "Go Paperless" in order to access your paperless statement options

5. Once open, you can click on the email notifications for pay statements and/or ~~statements~~ ~~statements~~.



6. Once you have clicked on the notifications, you are now all set up for pay and tax statements paperless notifications