

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 CDVA website > Training Materials > Payroll
- **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)

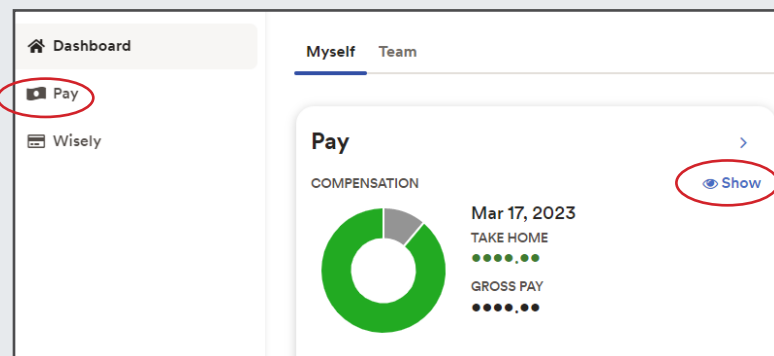


Fig. 01

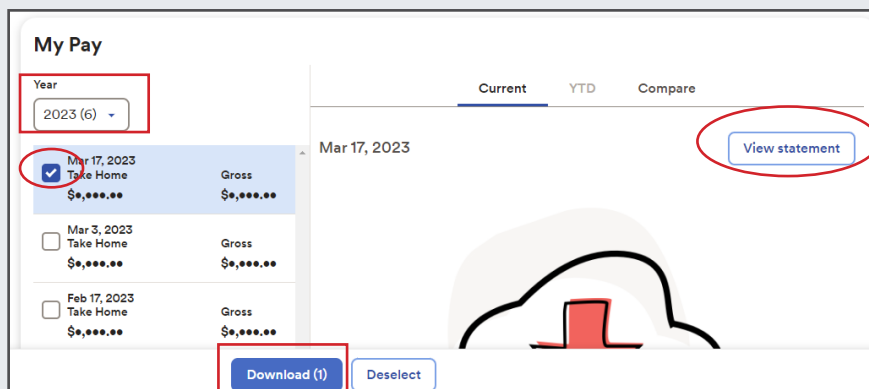


Fig. 02

continued on next page

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

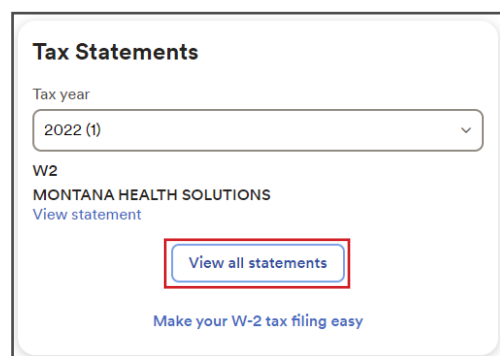


Fig. 03

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 InfoCDVA@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)

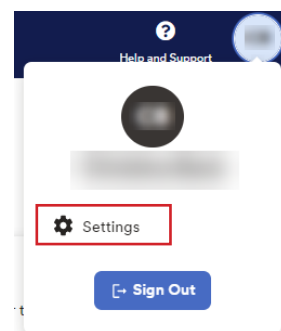


Fig. 04

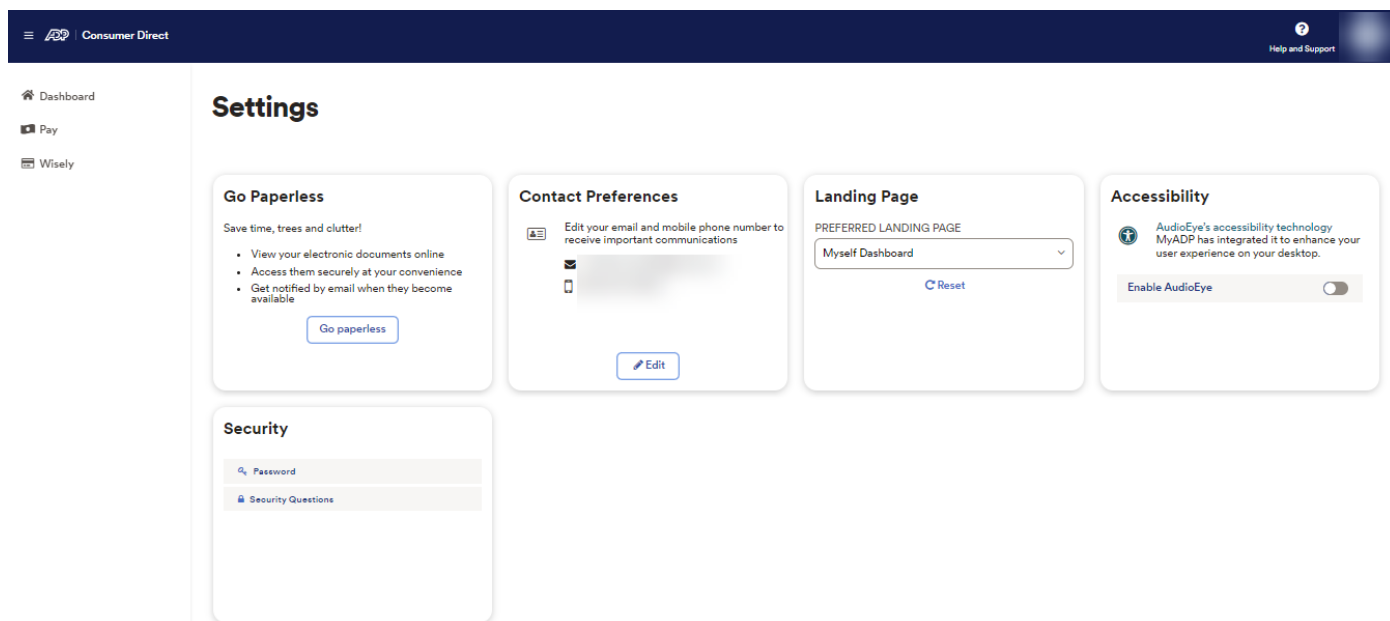


Fig. 05