

ADP WILL EMAIL YOU AN INVITATION TO REGISTER FOR THE ADP EMPLOYEE ACCESS PORTAL. THE SENDER NAME IN THE EMAIL WILL BE “PAYROLL SECURITY”. CLICK ON THE “REGISTER FOR EMPLOYEE ACCESS” LINK AND COMPLETE THE STEPS TO SET UP YOUR ACCOUNT.

AFTER YOU SET UP YOUR EMPLOYEE ACCESS ACCOUNT, YOU WILL NEED TO ADD YOUR DIRECT DEPOSIT INFO. YOU WILL NEED YOUR BANK ACCOUNT NUMBER AND ROUTING NUMBER TO COMPLETE THE SET-UP.

The screenshot shows the ADP Employee Access Portal Dashboard. The left sidebar contains navigation links: Dashboard, Pay, Wisely, and Work Perks. The main content area is titled 'Dashboard' and includes several sections: 'Things To Do' with a 'Congratulations' message, 'Work Perks' with a list of benefits, 'Pay' with a 'Set Notifications' button, and 'Your Profile' with a 'Keep your profile up to date' message. A red circle highlights the 'Pay' section, and a red arrow points to the top right corner of the 'Pay' menu, indicating where to click to log in.

LOG INTO YOUR ADP EMPLOYEE ACCESS DASHBOARD & CLICK ON ARROW AT TOP RIGHT OF THE PAY MENU

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Kelly, finish setting up your new

Google Account

ADP Generated Message: Welco

Pay

https://my.adp.com/static/redbox/#/pay

Amazon.com - Onli...YMS Website Admin

ADP

Things To Do

Dashboard

Pay


Wisely

Work Perks

Pay

Hide My Pay

My Pay



Pay Rate

Frequency

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Come back on pay day to view an interactive breakdown of your pay information.

Get notified as soon as you get paid.

Set Notifications


Go Paperless

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

Go Paperless

Direct Deposit



You are currently receiving your pay as a paper check.

Direct Deposit is the fast and convenient way to receive your pay. Get setup to have your pay sent directly to your existing pay card, checking or savings account.

Set Up Direct Deposit

Wisely® by ADP

Tax Statements

ADP

ADP

Dashboard

Pay

Wisely

Work Perks

Pay

My Pay

Pay Rate

Frequency

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Come back on pay day to view an interactive breakdown of your pay information.

Get notified as soon as you get paid.

Set Notifications

Wisely® by ADP

Tax Statements

Direct Deposit

Select Type

What type of account would you like to set up?

Direct Deposit

Wisely® by ADP

Get your pay up to 9 days early on a prepaid debit card.*

- No credit check, no hidden fees
- Easy way to shop and pay bills
- Cash back rewards⁽¹⁾

wisely debit

ENROLL NOW

(1) Additional terms apply, opt-in required.

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ADP

Dashboard

Pay

Wisely

Work Perks

Pay

My Pay

Pay Rate

Frequency

Come back on pay day to view an interactive breakdown of your pay information.

Get notified as soon as you get paid.

Set Notifications

Wisely® by ADP

Tax Statements

VERY IMPORTANT TO MAKE SURE YOU ENTER THE CORRECT TYPE OF ACCOUNT (CHECKING/SAVINGS) AND THE CORRECT ROUTING NUMBERS & ACCOUNT NUMBERS!

Direct Deposit

Enter Account

Account Type

Checking

Checking

Savings

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

☐ I have received and agreed to the terms and privacy statement.

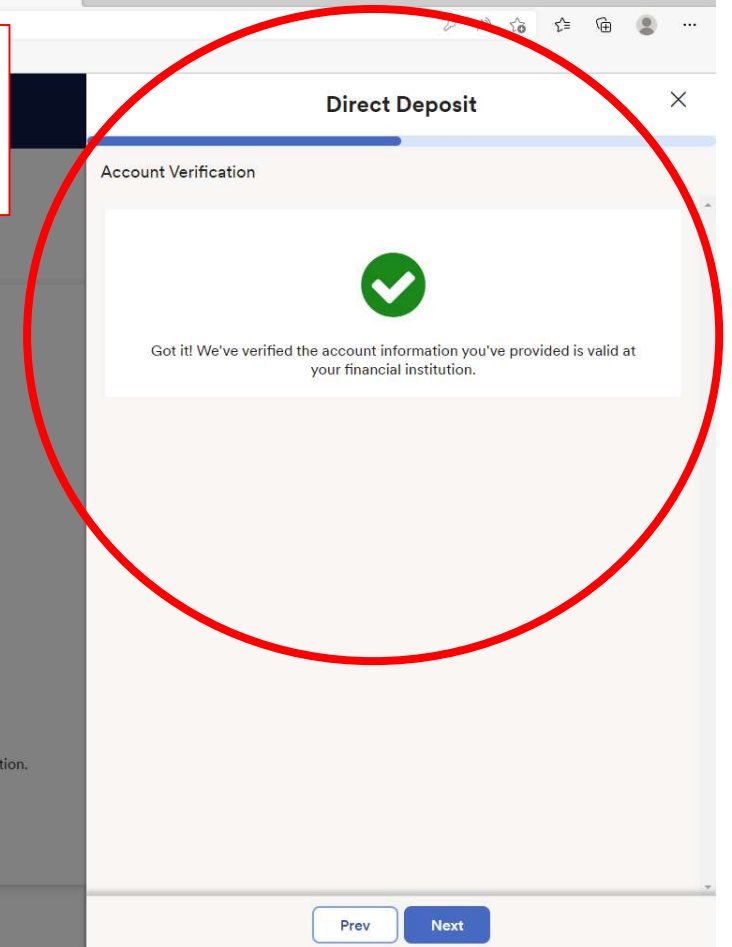
[Terms](#)

[Privacy Statement](#)

Prev

Next

**AFTER ENTERING DIRECT DEPOSIT INFO,
YOU SHOULD GET A VERIFICATION
MESSAGE**



google - Search x Kelly, finish setting up your new x Google Account x ADP Generated Message: Welco x Pay x

https://my.adp.com/static/redbox/#/pay

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ADP

Dashboard

Pay

Pay

Wisely

Work Perks

My Pay

CLICK ON THE AMOUNT YOU'D LIKE TO DEPOSIT FROM EACH CHECK INTO THIS ACCOUNT (YOU CAN SPLIT YOUR DIRECT DEPOSIT BETWEEN MULTIPLE ACCOUNTS, IF YOU WISH, BUT THE TOTAL MUST ADD UP TO 100%.)

Direct Deposit

Deposit Amount

How much do you want to deposit in this account?

- ☒ Deposit full amount
- ☐ Deposit a percentage
- ☐ Deposit fixed amount

100% of your take home pay will be deposited into this account.

Pay Rate Frequency

Come back on pay day to view an interactive breakdown of your pay information.

Get notified as soon as you get paid.

Set Notifications

Wisely® by ADP

Tax Statements

Prev Next

google - Search

Kelly, finish setting up your new

Google Account

ADP Generated Message: Welco

Pay

https://my.adp.com/static/redbox/#/pay

Amazon.com - Onli...YMS Website Admin

ADP

Dashboard

Pay

Wisely

Work Perks

Pay

My Pay

Pay Rate

Frequency

Come back on pay day to view an interactive breakdown of your pay information.

Get notified as soon as you get paid.

Set Notifications

Tax Statements

Direct Deposit

Review Accounts

Accounts

Add Account

Checking

Account Type

Routing Number

Account Number

Deposit Amount

Checking

XXXXX

XXXXX

Full

Edit

Cancel

Submit

REVIEW YOUR INFO AND CLICK SUBMIT

**ADP WILL SEND A SECURITY CODE TO
YOUR EMAIL IN ORDER TO VERIFY THE
CHANGES TO YOUR ACCOUNT**

Security Checkpoint

i We're keeping your info safe.
For your protection and to prevent fraud, please authorize this transaction.

Select how you want to receive your security code.

Send me an email to

K.....9@gmail.com

Contact your Systems Administrator if you cannot receive a security code at these points of contact.

ENTER THE CODE AND CLICK SUBMIT

Security Checkpoint

Security code has been sent to K*****9@gmail.com. It should arrive within a few moments.

Enter Security Code

258408

[Resend Security Code](#)

[Submit Code](#)

google - Search x Kelly, finish setting up your new x Google Account x Here's your code to verify your t x Pay x

https://my.adp.com/static/redbox/#/pay

Amazon.com - Onli... YMS Website Admin

ADP

Dashboard
Pay
Wisely
Work Perks

Pay

My Pay

**YOU SHOULD RECEIVE A MESSAGE SAYING
THE DIRECT DEPOSIT ACCOUNT WAS ADDED**

**YOU CAN UPDATE YOUR DIRECT DEPOSIT
ACCOUNT, ADD ADDITIONAL ACCOUNTS,
AND ALLOCATE THE DISTRIBUTION BETWEEN
ACCOUNTS AS NEEDED**


Pay Rate Frequency
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Come back on pay day to view an interactive breakdown of your pay information.

Get notified as soon as you get paid.

Set Notifications

Direct Deposit


Success!

You successfully added the following direct deposit accounts:

XXXXXX1108

Close

Manage Direct Deposit