

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 top navigation bar includes the ADP logo and a 'Things To Do' notification. The main content area is divided into several sections: 'Things To Do' with a 'Congratulations' message, 'Work Perks' listing benefits like discounted shopping and gym memberships, 'Pay' with a 'Set Notifications' button, and 'Wisely® by ADP' with a 'Learn More' button. A red circle highlights the 'Pay' section, and a red arrow points to the right-pointing chevron icon at the top right of the 'Pay' card. A red box at the bottom of the screenshot contains the instruction: 'LOG INTO YOUR ADP EMPLOYEE ACCESS DASHBOARD & CLICK ON ARROW AT TOP RIGHT OF THE PAY MENU'. The footer contains links for 'Privacy' and 'Legal', a 'Send Feedback' button, and copyright information: 'MyADP EKS-22.6.141 | Copyright © 2000-2022 ADP, Inc. All Rights Reserved'.

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

- Dashboard
- Pay**
- Wisely
- Work Perks

Pay

Hide My Pay

My Pay



CLICK ON "SET UP DIRECT DEPOSIT"

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](#)

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



Dashboard
Pay
Wisely
Work Perks

Pay

My Pay

Pay Rate Frequency
-- --

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[Set Notifications](#)

[Wisely® by ADP](#) [Tax Statements](#)

CHOOSE DIRECT DEPOSIT

Direct Deposit

Select Type

What type of account would you like to set up?

- [Direct Deposit](#)
- [Wisely® by ADP](#)

Get your pay up to 2 days early on a prepaid debit card!

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



[ENROLL NOW](#)

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



Dashboard
Pay
Wisely
Work Perks

Pay

My Pay

Pay Rate -- Frequency --

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[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**

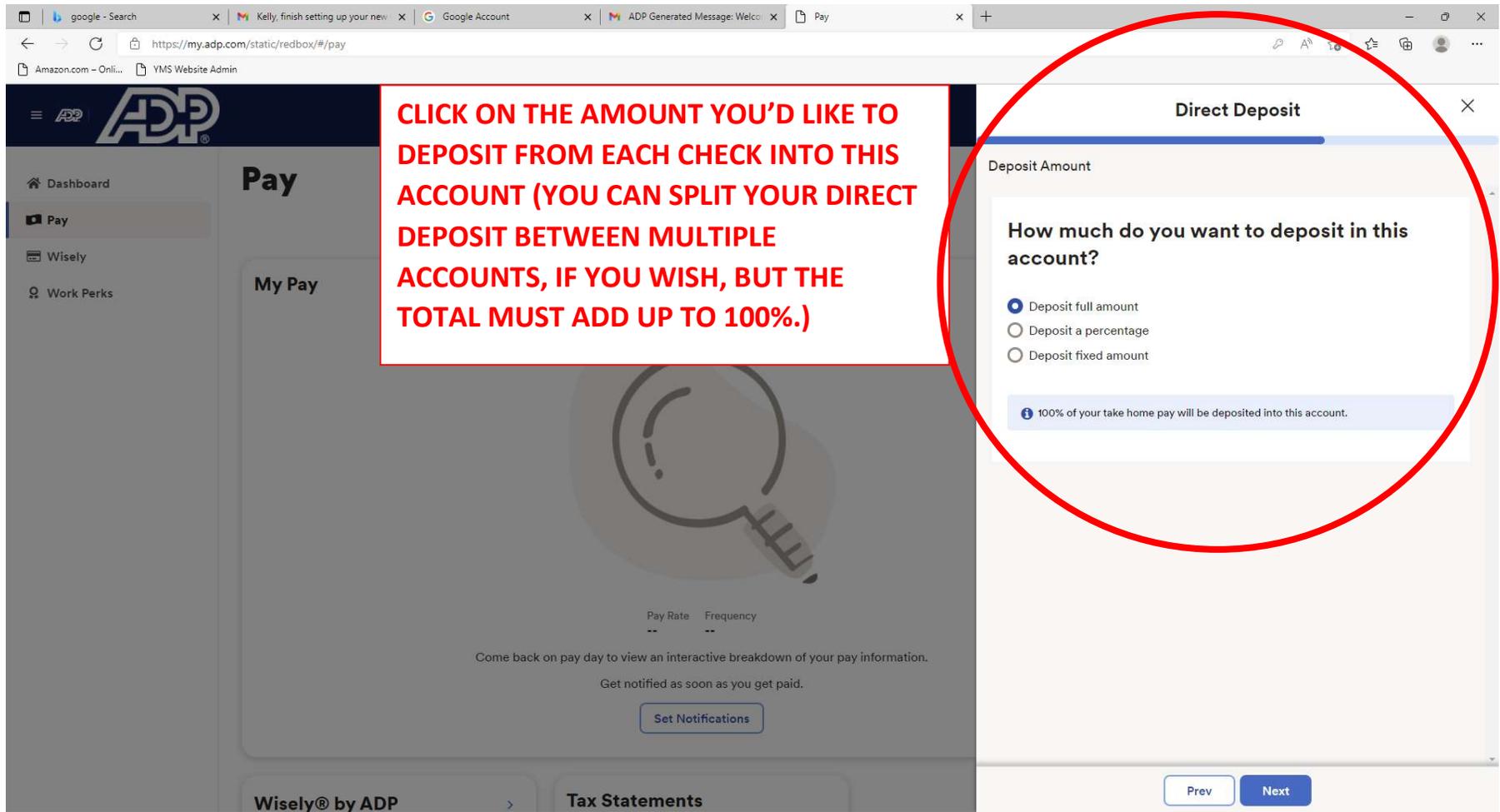
Direct Deposit

Account Verification



Got it! We've verified the account information you've provided is valid at your financial institution.

Prev Next



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 [X]

Deposit Amount

How much do you want to deposit in this account?

- Deposit full amount
- Deposit a percentage
- Deposit fixed amount

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

Prev Next

- Dashboard
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- 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

REVIEW YOUR INFO AND CLICK SUBMIT

Direct Deposit

Review Accounts

Accounts

[Add Account](#)

Checking	Edit
Account Type	Checking
Routing Number	XXXXX [REDACTED]
Account Number	XXXXX [REDACTED]
Deposit Amount	Full

Cancel Submit

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

Security Checkpoint

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 [Close]

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

Enter Security Code

[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 x Pay x

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

Amazon.com - Onli... YMS Website Admin

ADP

Dashboard
Pay
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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:
XXXXX1108

[Close](#)

[Manage Direct Deposit](#)

Tax Statements