

Employee Reference for MyADP

Learn about employee-specific features



Self-Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to <https://my.adp.com> or via the mobile app
2. Click **New User? CREATE ACCOUNT**
3. Select between the two options: **FIND ME** or **I HAVE A REGISTRATION CODE** and follow the prompts to complete your registration. Please reference this [Employee Registration Quick Reference Card](#) for additional details.

Signing In

1. Go to <https://my.adp.com>
2. Enter your **User ID** and your **Password** that you set up when you completed self-registration.
3. Click **Sign In**.

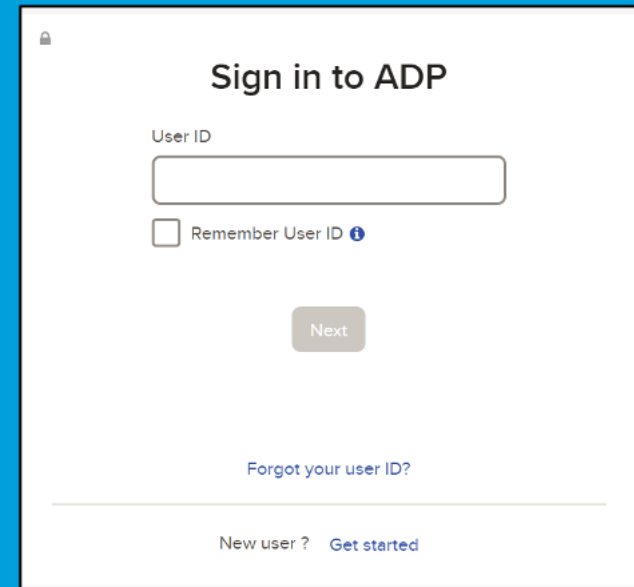
Forgot User ID

1. Click **Forgot Your User ID?**
2. Enter your First Name, Last Name, and way to be contacted.
1. Click **Next**.

Forgot Password

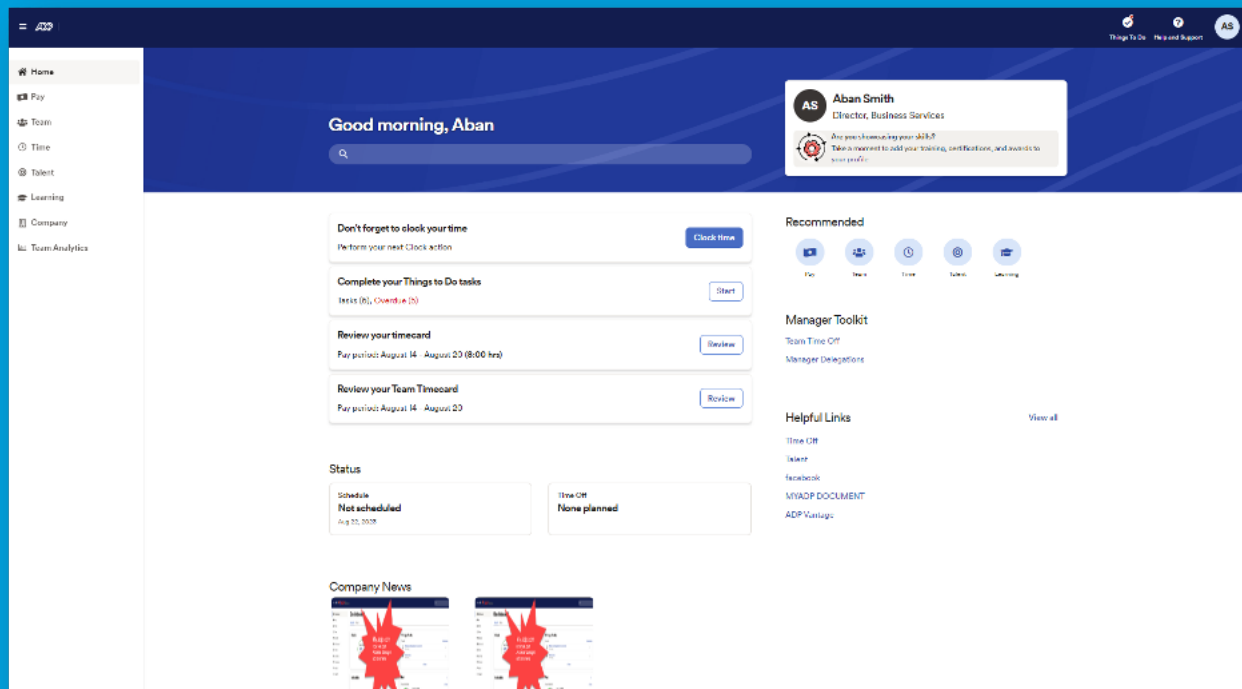
1. Click **Forgot Your Password?**
2. Enter your email or phone number.
3. Click **Next**.

For further assistance, contact the MyADP helpline at myadploginhelp@wmchealth.org

A screenshot of the ADP sign-in interface. At the top, there is a lock icon and the text "Sign in to ADP". Below this is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember User ID" with a small information icon to its right. A "Next" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgot your user ID?". Below a horizontal line, there is a link for "New user ?" followed by a "Get started" link.

Welcome to MyADP: Managing Your Data and Information

Now you have one central location to access and update personal, payroll, and tax information. You can access your pay information, taxes, change of address and much more.



Profile

The Profile page allows you to view/update personal and work information. You can customize your page with personal photos, messages about what you like do and what is important to you.

(1) Make changes to your address info in the **Personal** tab

(2) View your work info

Currently, only the Work Information is visible on the Professional tab.

The screenshot shows the ADP Profile page for Kaley Clark. The top navigation bar includes the ADP logo, a search bar, and links for 'Things to Do', 'Help and Support', and a user profile icon. The main header area displays the user's name 'Kaley Clark', title 'Director, Business Services', employee ID '20054', and tenure 'Time with Company: 8 Years 3 Months'. Below this are buttons for 'Add Status Message', 'Contact Preferences', and 'Configure This Page'.

The 'Professional' tab is selected, showing a grid of sections:

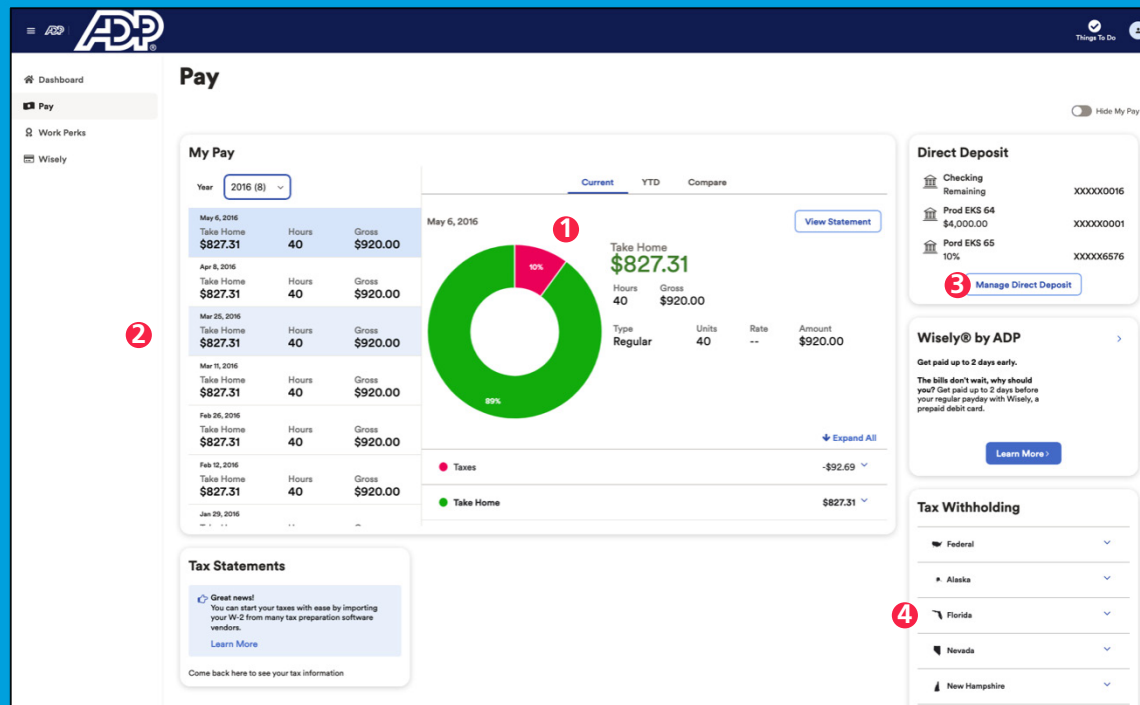
- Work Information:** Status: Active, Email: KaleyClarkUAT@nc.com, Address: 5800 Windward Parkway, Alpharetta, GA 30005, US, Store Management. A red circle with the number '2' is next to the Store Management link.
- Additional Information: Professional:** Custom CDF Test, Automated Time Assignment, + 5 more.
- Org Chart:** Report chain showing Jonathan Jackson (VP of Operations) and Kaley Clark (Director, Business Services). Direct reports include Man Gonzalez (HR Coordinator), Noel Hooker (Sales Manager), and Bobby Jones (Project Engineer).
- Skills:** Share the skills that make you a valued member of the organization. + Add a Skill.
- Licenses:** Share any professional licenses that you've acquired. + Add a License.
- Certifications:** Share the certifications that you've earned. + Add a Certification.
- Job History:** Share your previous job history and LinkedIn URL. + Add New Job.
- Languages:** Are you multilingual? What languages can you read, write, or speak? + Add a Language.
- Memberships:** Add the organizations and groups that you've joined. + Add a Membership.
- Career Mobility:** Travel Preferences, Willingness to Relocate.

Payroll Information

The Pay page provides quick, summarized access to all your pay-related information. You can view up to three years of your pay information, including your W-2s. You can also manage your direct deposit and tax withholding information.

(1) Current Pay Information

(2) Pay History



(3) Access to Direct Deposit

(4) Access to Tax Withholding and Tax Statements

Tax Withholding

Tax Withholding allows you to set up and manage your income tax withholding on the federal and state levels. You can generate electronically signed, fully compliant withholding certificates (W-4s), and since taxes can sometimes be overwhelming, there is a guided experience with a conversational tone that combines extensive contextual help including tips, info messages, and links out to additional jurisdiction resources including secondary forms.

(1) State Tax Withholding Process

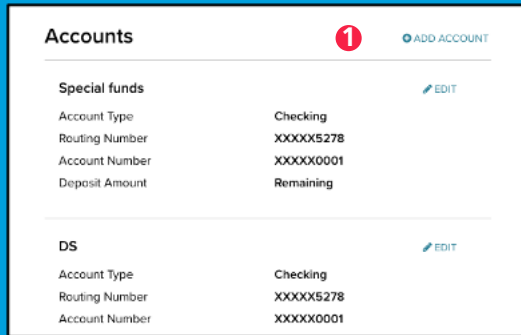
(2) Federal Tax Withholding Process

The screenshot shows the 'Federal Tax Withholding (W-4)' setup screen. At the top, there is a progress bar at 0%. The main heading is 'Hi Paige, ready to set up your income tax withholding?'. Below this, there is a message: 'Answer a few questions about yourself to let your employer know how much to withhold for your federal income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.' A red circle with the number '1' is next to this message. Below the message, there is a link: 'The IRS has created the IRS Tax Withholding Estimator to help you get the most accurate withholding information. This is a great tool for people with more complicated tax situations. Once you've completed your calculation, you can come back to this experience to file your form. Note that you cannot use the estimator if you're a nonresident alien. > IRS Tax Withholding Estimator'. At the bottom, there is a blue button labeled 'Let's Begin >'. A small note at the bottom states: 'If you don't complete this form, your employer is required to withhold income tax at the highest default status.'

The screenshot shows the 'Federal Tax Withholding (W-4)' setup screen, step 2. At the top, there is a progress bar at 30%. The main heading is 'What filing status do you want to use?'. Below this, there are three radio button options: 'Single or Married Filing Separately' (selected), 'Married Filing Jointly (or Qualifying Widow(er))', and 'Head of Household'. A red circle with the number '2' is next to the 'Married Filing Jointly' option. Below the 'Married Filing Jointly' option, there is a note: 'You plan to file your tax return with your spouse'. Below the 'Head of Household' option, there is a note: 'You're single and take care of at least one dependent'. To the right of the options, there is a box titled 'Not sure about this?' with the text: 'Your status could have a big impact on how much income tax you pay. Each status has a different withholding rate. Choose a filing status that fits your marital status and family situation. If you qualify for more than one status, choose the option that best represents your situation. If your marital status changes during the year, make sure to come back and update your information. Although some filing statuses are combined on your income tax withholding, they may be two different statuses on your income tax return. > Learn More'. At the bottom, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted.

Direct Deposit

Direct Deposit allows you to manage all of your direct deposit accounts. In most cases, account information is validated in real time to ensure accuracy to get your money to your accounts as fast as possible. **It takes 2 pay periods for direct deposit to go into effect.**



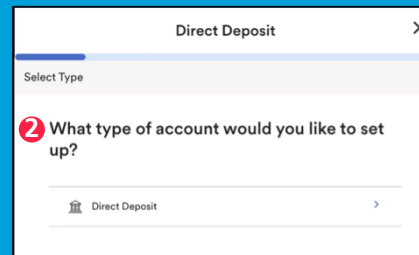
Accounts 1 [ADD ACCOUNT](#)

Special funds	EDIT
Account Type	Checking
Routing Number	XXXXX5278
Account Number	XXXXX0001
Deposit Amount	Remaining

DS	EDIT
Account Type	Checking
Routing Number	XXXXX5278
Account Number	XXXXX0001

(1) Click to add/remove an account

(2) Select the type of account



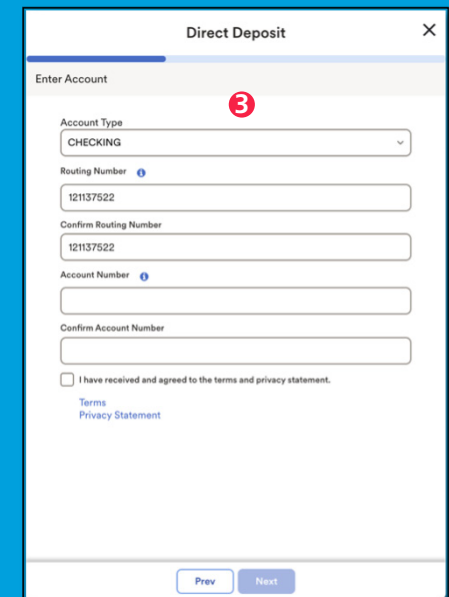
Direct Deposit ×

Select Type

2 What type of account would you like to set up?

Direct Deposit [➔](#)

(3) Enter your account details



Direct Deposit ×

Enter Account

3

Account Type:

Routing Number:

Confirm Routing Number:

Account Number:

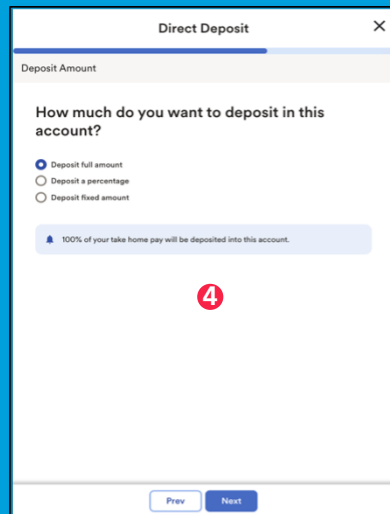
Confirm Account Number:

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

[Terms](#)
[Privacy Statement](#)

[Prev](#) [Next](#)

(4) Select how much should be deposited in the account, by percentage or amount



Direct Deposit ×

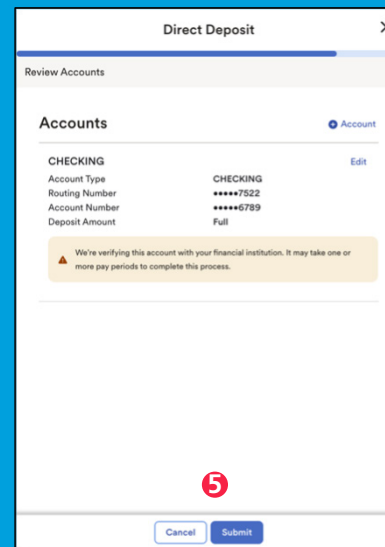
Deposit Amount

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.

[Prev](#) [Next](#)



Direct Deposit ×

Review Accounts

Accounts [Account](#)

CHECKING	Edit
Account Type	CHECKING
Routing Number	*****7522
Account Number	*****6789
Deposit Amount	Full

We're verifying this account with your financial institution. It may take one or more pay periods to complete this process.

[Cancel](#) [Submit](#) **5**

(5) Click **Submit** to finish

Settings

The Settings page provides allows customization of your experience. You can change your Language, paperless options, contact preferences, landing page, accessibility options and security related changes.

(1) Click on your profile image to access the Settings page

(2) Access to change preferred language.

(3) Go Paperless to reduce the amount of paper mail you receive

(4) Manage your email and phone contact numbers

(5) You can choose the page you will see when you login

(6) Manage your accessibility options

(7) Manage your security options for this app

