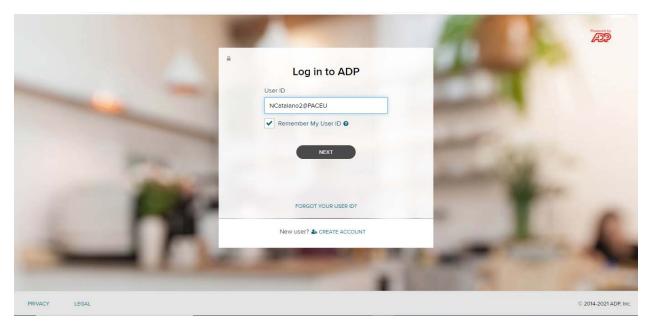
Setting up Email Notifications for Paperless Statements with MYADP



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 top right.

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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.

SETTINGS		N
Contact Preferences	Email Notifications	Landing Page
Edit your email and mobile phone number to receive important communications Important communica	Save time, trees and clutter! View your electronic documents online Access them securely al your convenience Get notifier by email when they become available GO PAPERLESS Security Questions	PREFERRED LANDING PAGE Dashboard K RESET
Accessibility	You can change your security questions by clicking the	Password
MyADP has integrated AudioEye's accessibility technology to enhance your user experience on your desktop.	edit button below.	You can change your password by clicking the edit button below.
✓ SAVE		

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

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	MyADP has integrated AudioEye to enhance your user experience		by clicking the edit button
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6. Once you have clicked on the notifications, you are now all set up for pay and tax statements paperless notifications.

SETTINGS		
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