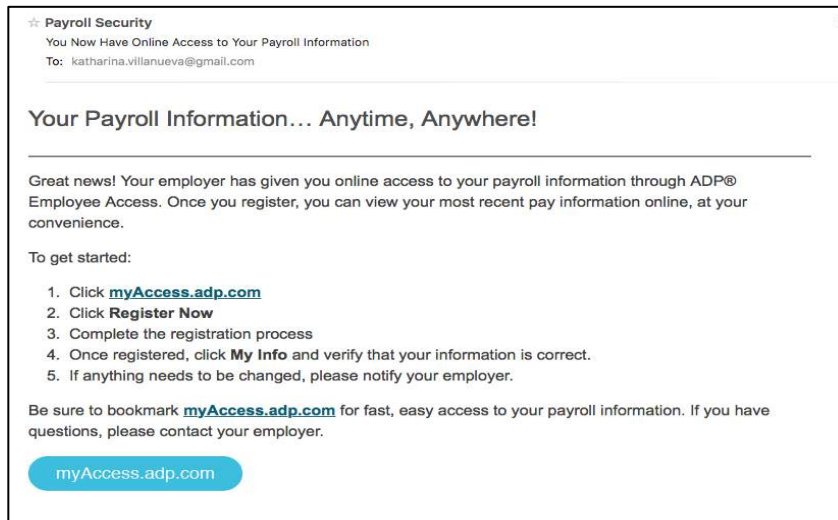


How to Access your Pay Stubs and W2 tax statements

1. You will need a **registration code**. Check your email. Sample email below. If you need the email re-sent to you, please email kat@nestandcare.com



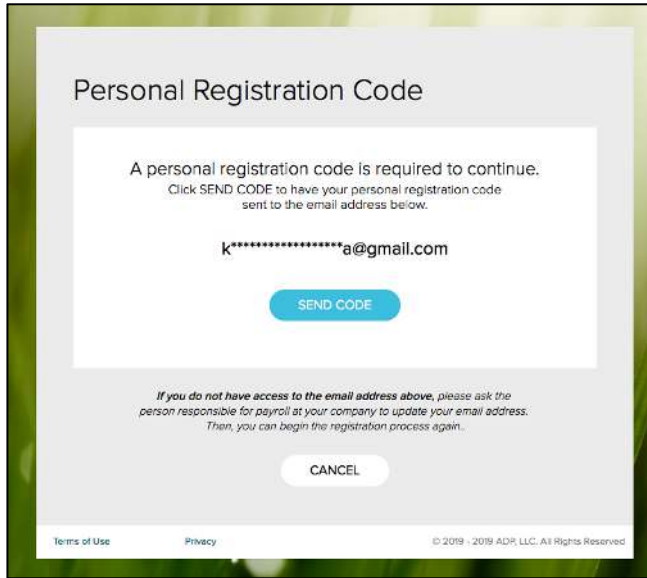
2. Go to myaccess.adp.com. Click Register Now.

The image shows the login page for myAccess.adp.com. It says "Welcome!" and "Please enter your User ID". There is a text input field labeled "User ID" with a user icon. Below the field are links for "Forgot your User ID?" and "Forgot your Password?". A blue "NEXT" button is centered below the field. At the bottom, there is a "First time user?" link and a "REGISTER NOW" button.

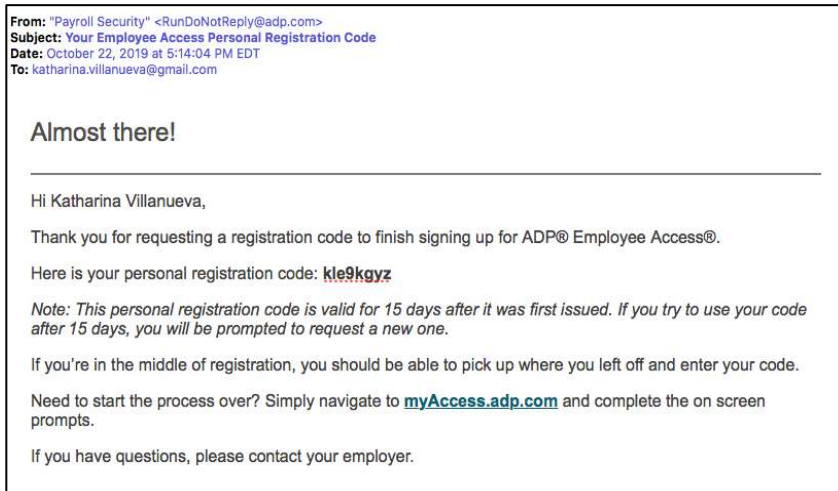
3. Fill up with your **information** and click Next.

The image shows the registration page for myAccess.adp.com. It says "First, we need to verify your identity". There are input fields for "First Name" and "Last Name". Below that are "Date of Birth" fields for "Month", "Day", and "Year", and a "Social Security Number" field. There is a reCAPTCHA "I'm not a robot" checkbox. At the bottom, there is a "Register as a contractor (1099)" checkbox, a "CANCEL" button, and a blue "NEXT" button. The footer contains "Terms of Use", "Privacy", and "© 2006-2019 ADP, LLC. All Rights Reserved".

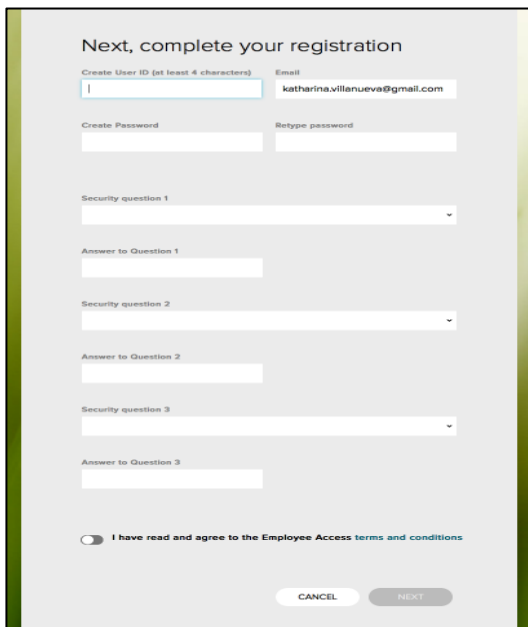
4. Personal Registration Code will be sent to your email.



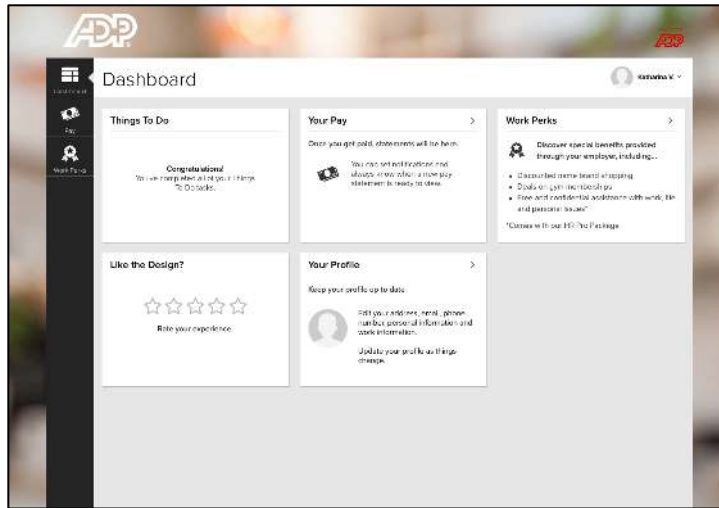
5. You will get an email with a registration code



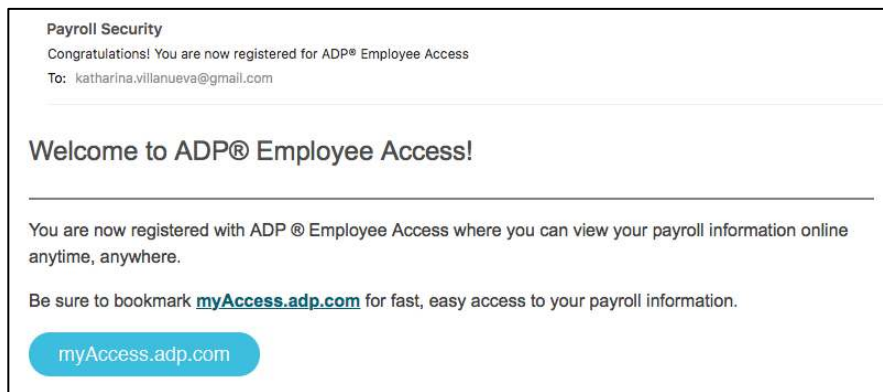
6. Complete your registration.



7. After successful registration, you will see the **dashboard** that looks like this



8. You will also get an email “ **Welcome to ADP Employee Access**”



9. If you want mobile access, download **ADP Mobile Solutions** app on your phone

