

Congratulations on your new job!

Your employer has invited you to register in Employee Access.

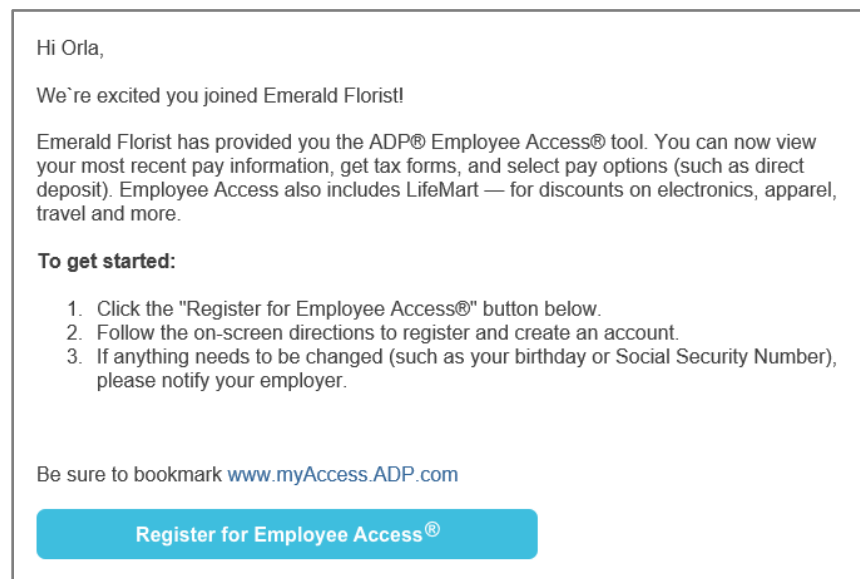
With Employee Access, you can take care of your new hire paperwork all in one place, so on your first day of work you can hit the ground running!

How long will it take?

You'll need about an hour to finish everything, but you don't need to do it all at once. Once you're registered, you can sign in again anytime to finish up.

Where do I start?

First, you need to register. You'll receive an email from your employer that looks like this:



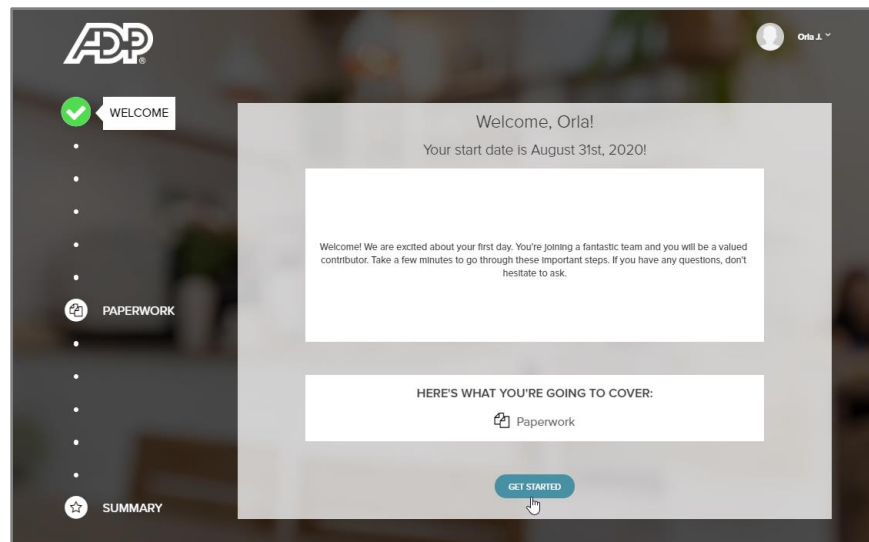
Click **Register for Employee Access** and follow the steps to get set up. For more information, see Quick Registration for Employee Access® on page 4.

OK, I'm registered. Now what?

When you're done registering, you'll see the Welcome screen.

What if I don't see a Welcome screen? No problem. Depending on your hire date, it may not be displayed. You can still complete your new hire paperwork. See page 3 for details.

- 1 Click **Get Started**.



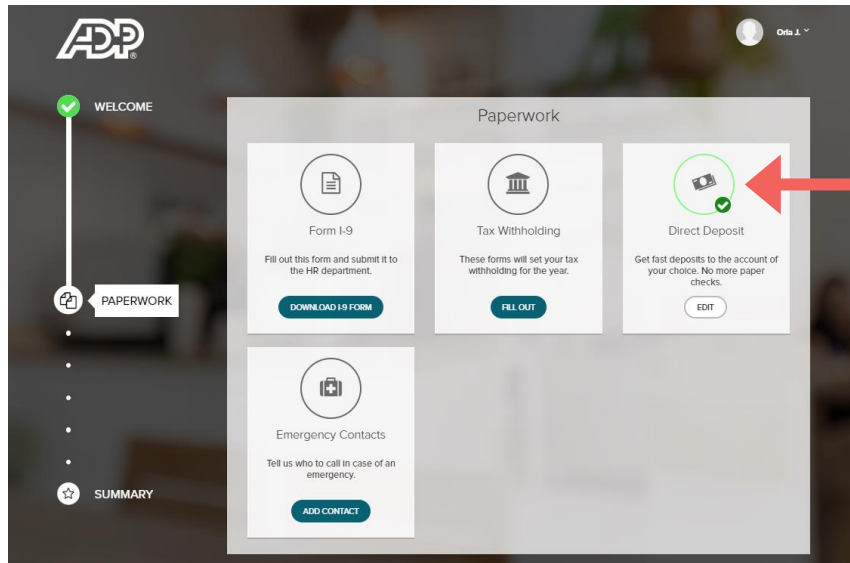
- 2 Add or update any of your Personal Info that's missing or incorrect. Be sure to save any changes you make.

Review your personal info carefully! It's important that your employer has accurate and up-to-date information on file for you. For your security, you must contact your employer if you need to update your Social Security Number.

- 3 When you're done, click **Confirm**.

4 Next you'll see the Paperwork screen.

Don't worry if it doesn't look exactly like what you see here. The tiles may vary depending on the features offered by your new employer.



5 For each tile, click the button and follow the steps to complete the task. As you complete each tile, a checkmark is displayed.

What information do I need to have ready?

Form I-9

You must complete the I-9 form, or the Employment Eligibility Verification form, to verify that you are authorized to work in the United States.

Save the file as a PDF on your computer. Print it, complete it, and bring it to work on your first day.

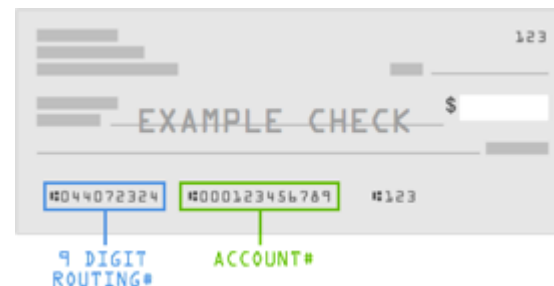
Tax Withholding

You'll need to have the following information available, from your Federal W-4 form:

- Legal name and address
- Citizen/resident alien or a non-resident alien status
- Marital status, for tax filing purposes
- Exempt status
- Number of allowances

Direct Deposit

The routing and account numbers for any accounts that you want to set up for direct deposit. You can find this information on your checks.



Emergency Contact

The name, phone number, and relationship of the people you want contacted in case of an emergency.

What do I do if I don't see the Welcome screen?

If this is the first screen you see when you're done registering, no problem. It's still easy to complete your new hire paperwork.

Check out the screen below for a quick overview.

The screenshot shows the ADP Employee Access 'PAY' dashboard. The top left features the ADP logo and a navigation sidebar with icons for Home, Pay, and Profile. The main content area is titled 'PAY' and includes a 'Pay' section with a 'Frequency: Weekly' indicator and a 'SET YOUR NOTIFICATIONS' button. Below this are three main sections: 'Direct Deposit' with a 'GET PAID FASTER' button, 'Tax Withholding' with a 'START TAX FORM' button, and 'Tax Statements' with a 'Great news!' message about importing W-2 forms. A user profile dropdown menu is visible in the top right corner, containing 'Profile', 'Settings', and 'Logout' options. Three callout boxes provide instructions: one points to the 'GET PAID FASTER' button, another to the 'START TAX FORM' button, and a third to the 'Profile' menu option.

Go to Profile to add address, email, mobile phone, and emergency contacts

Set up your accounts for direct deposit

Enter tax info from your Federal W-4 form

Speak with your employer about completing your I-9 form.

Quick Registration for Employee Access®

View up to 3 years of pay statements and tax statements online at your convenience, safely and securely. Additional features are available depending on what's offered by your company.

1 In your welcome email, click **Register for Employee Access** or go to www.myAccess.adp.com.

2 Enter your first and last name

You may be asked to verify the month and day of birth or the last 4 digits of your SSN, EIN, or TIN

Let's get started

First, we'll need your information so that we can create your account with **Emerald Florist**

First name *

Gillian

Last name *

Wilman

And one of these *

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day

3 Enter your email and phone number

Email *

Work gillian.wilman@emeraldflorist.com

Phone *

Personal, Mobile +1 (888) 555-1234

It's OK to text me about my account*

Yes No

For security reasons, if you enter an email or mobile number that's already being used by someone else, you may also be prompted to choose 3 security questions.

4 Create the User ID and Password you'll use to sign in

Accept the Terms and Conditions

User ID *

Gillman227

Password (case sensitive) *

.....

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *

.....

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

5 Activate your email and phone number

Be sure to reply to the email or text message you receive within 24 hours. We'll use them to send a confirmation code to recover your user ID or password if you ever forget them.

6 Sign into Employee Access

Be sure to bookmark www.myAccess.adp.com for the next time you sign in.

Log in to ADP

USER ID *

Gillman227

PASSWORD *

.....

Remember User ID

LOG IN

[FORGOT YOUR ID/PASSWORD?](#)