

Employee Access empowers your personnel to help themselves, freeing you up to do what you need to do. And better yet, there's no extra cost to you!

With Employee Access, your personnel can

- View up to 26 pay statements
- Manage their direct deposit accounts themselves
- Access up to 3 years of W-2s and 1099s (for contractors)

If you allow your personnel to add or update their own information, you'll be notified by email when they make changes.

## Set Up Your Employees

- 1 Select **Company > Employee Access** to open the Manage Employee Access page.
- 2 Select the check box for each employee that will use Employee Access.
- 3 Make sure each employee has a unique and valid date of birth, social security number, email address, and mobile phone.
- 4 Click **Save**.

Depending on your settings, a registration email may be sent automatically to the employees who are set up to use Employee Access.

The screenshot shows the 'Manage Employee Access' interface. At the top, it says '4 Employees (W-2s)'. Below is a table with columns: 'Allow Access To?', 'Registered', 'Nudge Sent', 'Date of Birth', 'SSN', 'Employee Access Contact Email', and 'Mobile No.'. There are four rows of employee data. A red arrow points to the first checkbox in the 'Allow Access To?' column, with the text 'Click to select all employees at once'. At the bottom, there are buttons for 'Employee Access Settings', 'Re-Send Invites', 'Save', and 'Cancel'. A red arrow points to the 'Re-Send Invites' button, with the text 'Click to send email reminding employees to register'.

<input checked="" type="checkbox"/>	Allow Access To?	Registered	Nudge Sent	Date of Birth	SSN	Employee Access Contact Email	Mobile No.
<input checked="" type="checkbox"/>	Jones, Hanna	✓	08/12/2020	08/10/1967	*****	hanna@flowers.net	888-333-9865
<input checked="" type="checkbox"/>	Jones, Lamont			11/12/1986	*****	lamont@flowers.net	888-222-2345
<input checked="" type="checkbox"/>	Wright, Jayda	✓		03/23/1974	*****	jayda@flowers.net	888-5551234
<input checked="" type="checkbox"/>	Harris, Flora	✓		06/09/1989	*****	flora@flowers.net	888-333-3456

## Help Your Employees Get Started

- 1 Have your employees register for Employee Access at [my.adp.com](https://my.adp.com).
- 2 In RUN, go to **Help & Support > Employee Support** for a collection of guides that you can share with your employees.

Employee Access is available for active employees, and for terminated employees for 3 years from their date of termination.

## Remind Employees to Register

If an employee has registered already, you'll see a check in the Registered column on the Manage Employee Access page.

If they haven't registered yet and you want to give them a nudge, click **Re-Send Invites** and then choose the employees you want to send them to.

## Access on the Go




Employees who are set up for Employee Access and have a mobile device can use ADP Mobile Solutions to view their pay statements and W-2s online. For more information, see [Getting Started with ADP Mobile Solutions](#).

You can also access [my.adp.com](https://my.adp.com) from a browser on your mobile device.

## Go Paperless!

With Employee Access, your personnel can access their pay statements and tax statements online, leaving you the freedom to Go Paperless.

It only takes a minute to take advantage of the benefits going paperless has to offer!

- **Paperless Payroll:** In RUN, select **Company > Features Overview**, and select the **Paperless Payroll** option.
- **Paperless Tax Statements:** In RUN, click  **Paperless** at the top of your screen to get started.