

Employee Access® Completing Your New Hire Paperwork

Congratulations on your new job!

Your employer has invited you to register in Employee Access.

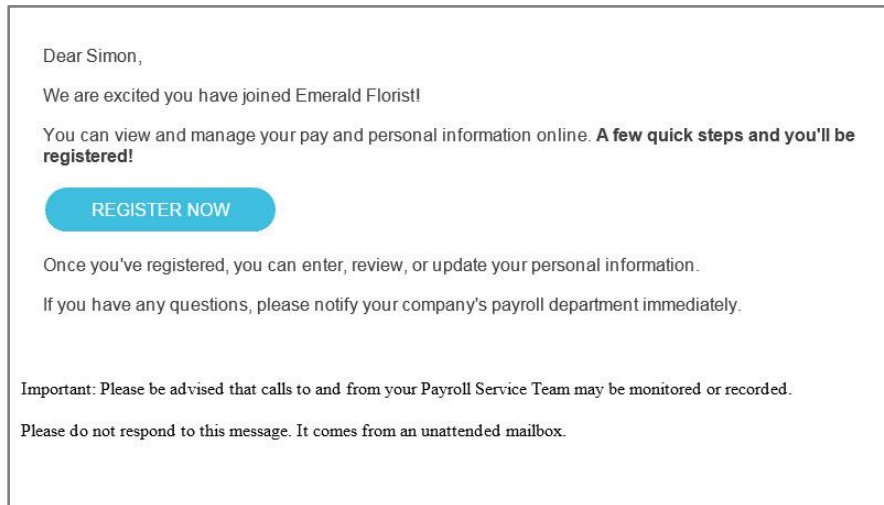
With Employee Access, you can take care of your new hire paperwork all in one place, so on your first day of work you can hit the ground running!

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:

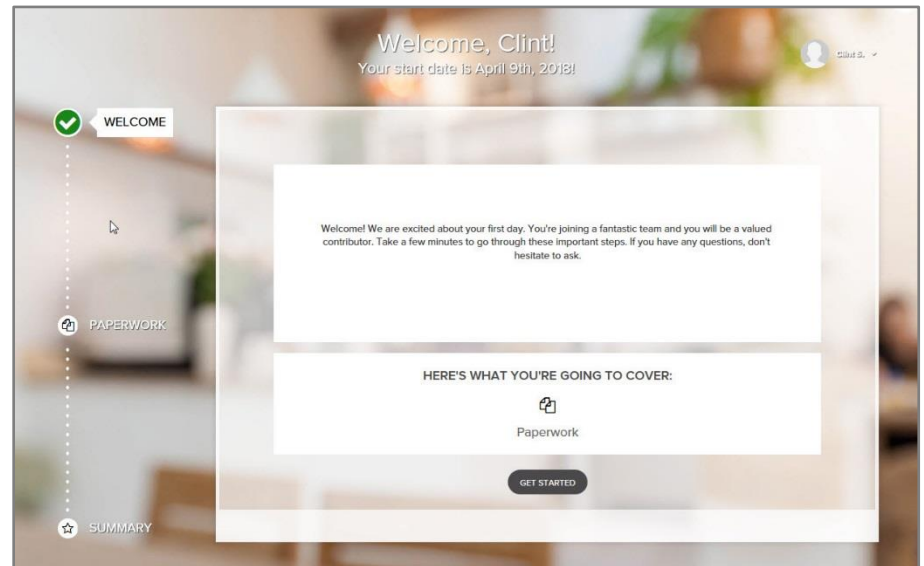


Click **Register Now** and follow the steps to get set up. For more information, see [Quick Registration for Employee Access®](#) on page 4.

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** to open the Personal Info screen.
- 2 Add or update anything that's missing or incorrect. Be sure to save any changes you make.

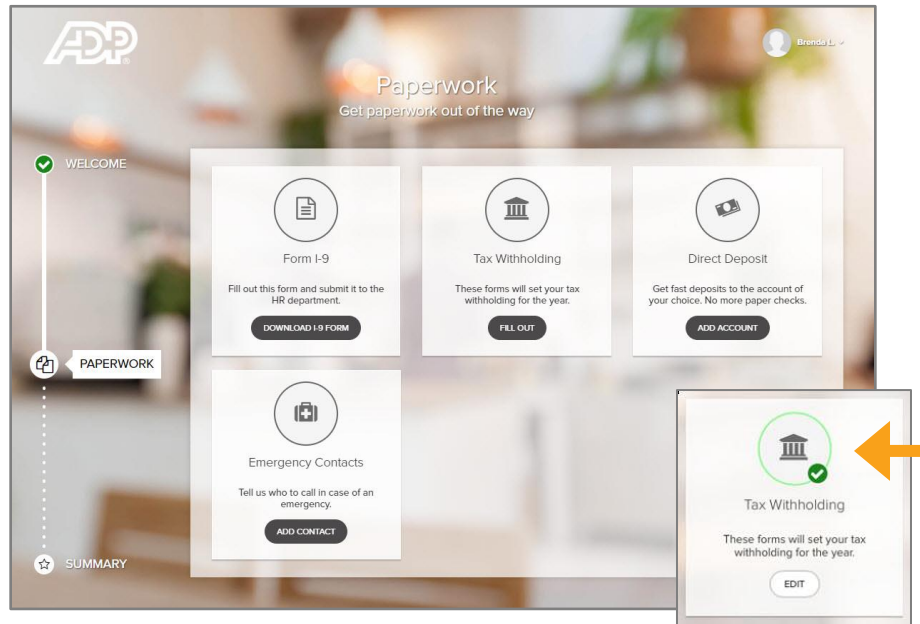
Review your personal info carefully. It's important that your employer has accurate and up-to-date information on file for you.

For your security, you must contact your employer if you need to update your Social Security Number.

- 3 When you're done, click **Confirm** and then click **Back** in the upper-left corner of the screen.

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.

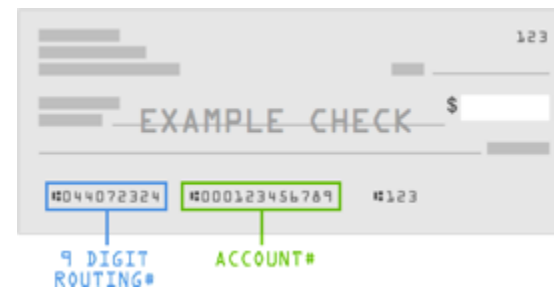
Tax Withholding

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 mobile app interface. At the top left is the ADP logo. In the top right corner, it says "powered by ADP" and displays the user's name "Simon B." with a dropdown arrow. Below the name is a menu with three options: "Profile" (with a person icon), "Settings" (with a gear icon), and "Logout" (with a power icon). A blue arrow points from a callout box to the "Profile" option. The main content area is titled "Pay" and contains a large circular graphic divided into several colored segments. 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". Three callout boxes with blue arrows point to these sections: "Set up your accounts for direct deposit" points to the "GET PAID FASTER" button; "Enter tax info from your Federal W-4 form" points to the "START TAX FORM" button; and "Go to Profile to add address, email, mobile phone, and emergency contacts" points to the "Profile" menu item.

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

Quick Registration for Employee Access®

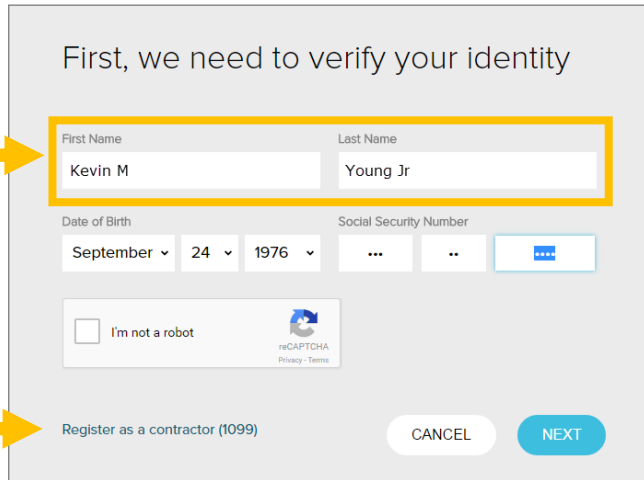
View up to 3 years of pay statements and tax statements online at your convenience, safely and securely. Additional features are available depending on what's offered by your company.

1 Go to myaccess.adp.com and click Register Now

2 Tell us who you are

Does your legal name include a middle initial or suffix? Enter like this, with a space, but no commas or periods.

Contractors, click here to enter your information.



First, we need to verify your identity

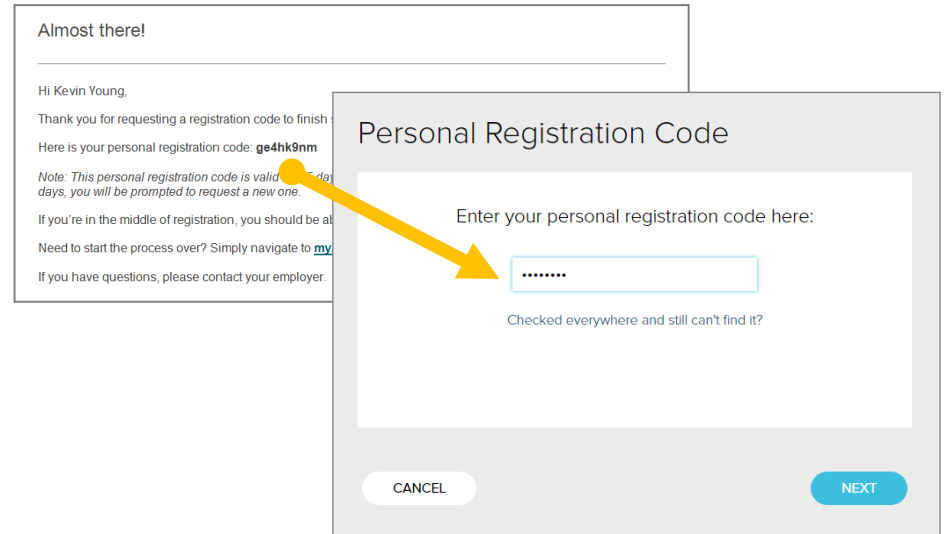
First Name: Kevin M, Last Name: Young Jr

Date of Birth: September 24, 1976, Social Security Number: [Redacted]

I'm not a robot

[Register as a contractor \(1099\)](#) [CANCEL](#) [NEXT](#)

4 Enter the code from your email



Almost there!

Hi Kevin Young,
Thank you for requesting a registration code to finish your registration.
Here is your personal registration code: **ge4hk9nm**
Note: This personal registration code is valid for 10 days. If you do not use it within 10 days, you will be prompted to request a new one.
If you're in the middle of registration, you should be at [myaccess.adp.com](#).
Need to start the process over? Simply navigate to [myaccess.adp.com](#).
If you have questions, please contact your employer.

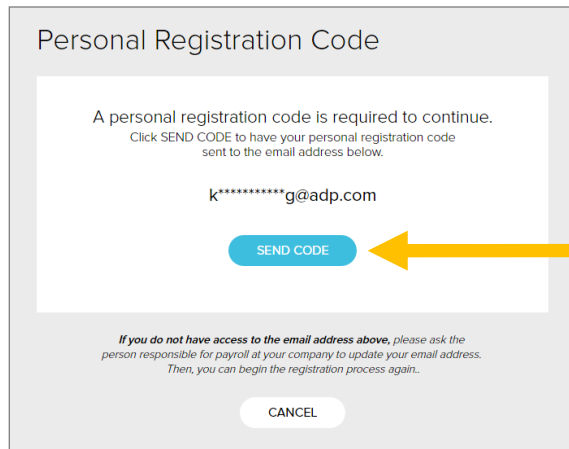
Personal Registration Code

Enter your personal registration code here:

.....

[CANCEL](#) [NEXT](#)

3 Request your Personal Registration Code



Personal Registration Code

A personal registration code is required to continue.
Click SEND CODE to have your personal registration code sent to the email address below.

k*****g@adp.com

[SEND CODE](#)

If you do not have access to the email address above, please ask the person responsible for payroll at your company to update your email address. Then, you can begin the registration process again.

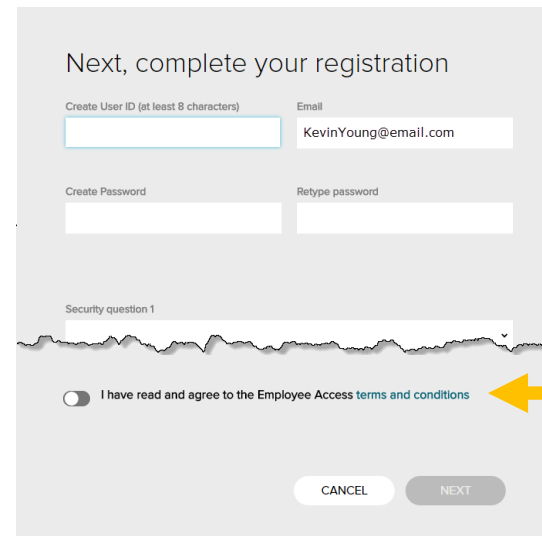
[CANCEL](#)

Click **Send Code**, and then check your email.

5 Complete your registration

Create your **user ID** and **password** and choose **security questions**.

Indicate that you have read and agree to the **terms and conditions**.



Next, complete your registration

Create User ID (at least 8 characters): [Redacted], Email: KevinYoung@email.com

Create Password: [Redacted], Retype password: [Redacted]

Security question 1: [Redacted]

I have read and agree to the Employee Access terms and conditions

[CANCEL](#) [NEXT](#)

...and that's it!