



## ADP ONLINE SERVICES

# Access to ADP Employee Portal

ADP is our POWDR-wide payroll services partner. They offer an online employee experience where employees can view and access paystubs, W-2 statements, tax withholding, change address and contact information, set up or edit direct deposit, view the Internal POWDR Careers site, arrange to go paperless, and view and download employee handbooks and other company documents.

To access the ADP employee portal visit <https://my.adp.com>.

New employees and first-time users have to register with the site to gain access. To register, go to <https://my.adp.com> and follow the steps below.

1. On the homepage, under “Forgot your user ID?” Select “Create Account”

Forgot your user ID?

New user ? Create account

2. Enter registration pass code: **POWDR-Summer24**
3. Follow the prompts and create your security data
4. Create your ADP User ID and Password

To change your contact information, locate the “your profile” tile on the home page.

To locate all items payroll related click on the cash icon on the left side.

You can change your deposit information, elect to go paperless, download pay statements as well as W2's from this screen

The screenshot shows the ADP employee portal interface. On the left, a vertical navigation bar contains icons for Home, Cash, Documents, and Settings. A red arrow points to the Cash icon. The main content area displays a 'PAY' summary for January 14, 2021, with a 'Take Home' amount of \$X,XXX.XX. A donut chart shows the breakdown of earnings and deductions: 25% Take Home, 12% Other, 15% Retirement, 10% Benefits, 7% Taxes, and 8% Other. Below the chart is a table of deductions including AD&D EE, AD&D Spouse, and Dental. The right sidebar features the ADP TimeSaver logo and sections for 'Go Paperless', 'For Your Records', 'Direct Deposit', and 'Wisely Pay'.