WELCOME TO PAPERLESS PAYROLL
Simple. Secure. Stress-free.

Now that your ADP® payroll service is paperless, it's time for **you and your employees** to take advantage of the benefits Paperless Payroll has to offer!

Always Available
Never worry about delivery delays! Your payroll reports will be on-time and conveniently accessible under the Reports tab in RUN Powered by ADP® (RUN).

Easier for Everyone
Tired of handing out paystubs? Your employees can now view their own pay statements 24/7 with Employee Access®.

Reduced Risk
Eliminating paper minimizes the chance of compromising confidential data. All of your payroll documents are safely stored in RUN.

Employee Access makes Paperless Payroll simpler for your team!

Employee Access, a **free, self-service feature**, gives your employees and contractors the tools they need to effectively manage their own personal information – all without your help! They can view up to 36 months of pay statements, manage their direct deposit, and access up to three years of tax forms (W-2s and 1099s). It's compatible with any desktop, laptop, mobile device or tablet, meaning these important documents are right at your employees' fingertips 24/7.

Here's how your employees can begin the registration process:

- **YOU CAN**… log into RUN and go to Company > Employee Access. Add your employee's email address and send them a registration invitation that has an embedded Personal Registration Code; **OR**

- **YOUR EMPLOYEES CAN**… go to **my.adp.com** (they can bookmark this page for future logins) and click the Create Account button. They'll be prompted to enter their **full name**, **date of birth** and **SSN** before requesting a Personal Registration Code. This code is needed to complete registration and will be sent to the **email address** listed on the Employee Access page in RUN.

QUICK TIP: The above information **must match** what is listed on your employee's profile in RUN, otherwise they will not be able to complete the registration process. If you need to edit an employee's full name, date of birth or SSN, log into RUN and go to the Employees tab > Directory > Select employee; to add or edit an email address, click on Employee Access.

* Employees without direct deposit will still get their checks delivered until they're able to set up direct deposit!