



Every employee has electronic access to their paystubs, either through ADP Pay (ADP's mobile app) or ADP Pay online via a computer or tablet.

Each employee needs to go through the simple registration process to create an ADP account so they may have access to their paystubs, 365 days of the year, anytime, anywhere, day or night, so long as they have wifi or internet access.

By signing below the individual confirms the following have been done (please initial each applicable line):

- ☐ \_\_\_\_\_ Has registered/created an ADP Pay account
- ☐ \_\_\_\_\_ Has downloaded the app
- ☐ \_\_\_\_\_ Has verified/confirmed the app logs them in and they can see their paystub
- ☐ \_\_\_\_\_ If not using the app—using a computer at home—accepts that they intend to view paystubs at home (or from a device other than their phone) and availability is always there if they want to use the mobile app
- ☐ \_\_\_\_\_ **Understands and accepts that keeping their password to their account is their responsibility.**
- ☐ \_\_\_\_\_ Must understand that login to view stubs **is not** device dependent. This means even if an employee gets a new phone their account is not erased . . . it is kept in the cloud and only requires downloading the app again to the new device and logging in; the account **is not kept on the mobile device or computer.**

Once registration/download/verification have been complete it is acknowledged that going forward the individual now has 24/7/365 access to their paystubs, and any issue with forgotten passwords is handled via the Forgot Password link on the app or online.

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Employee

Date

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Verified by Supervisor