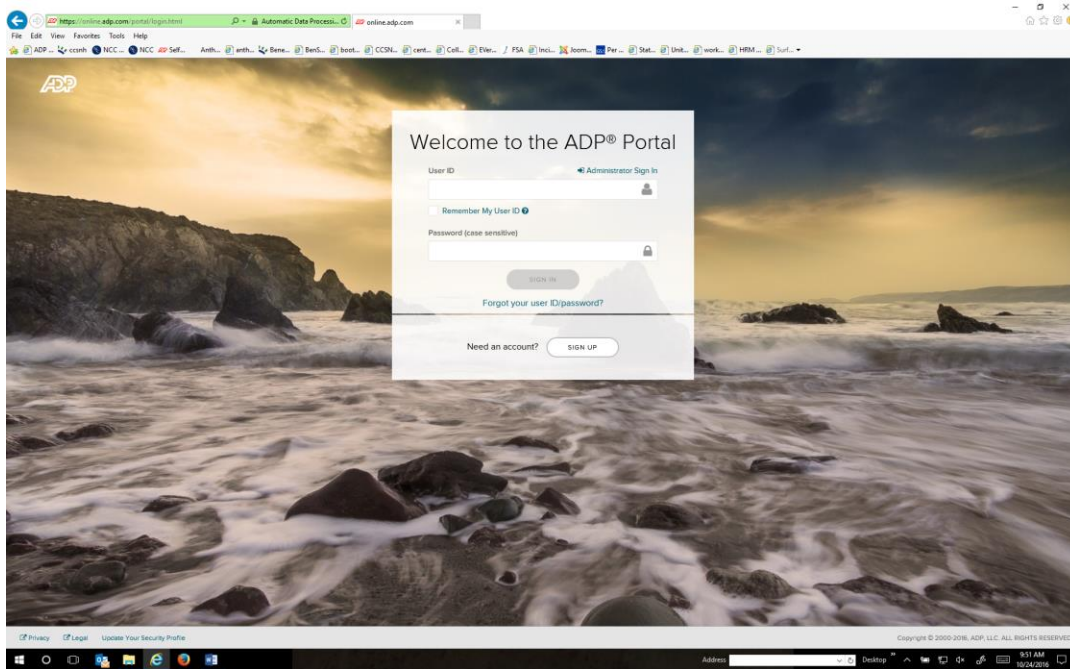


How to Log in to the ADP Portal

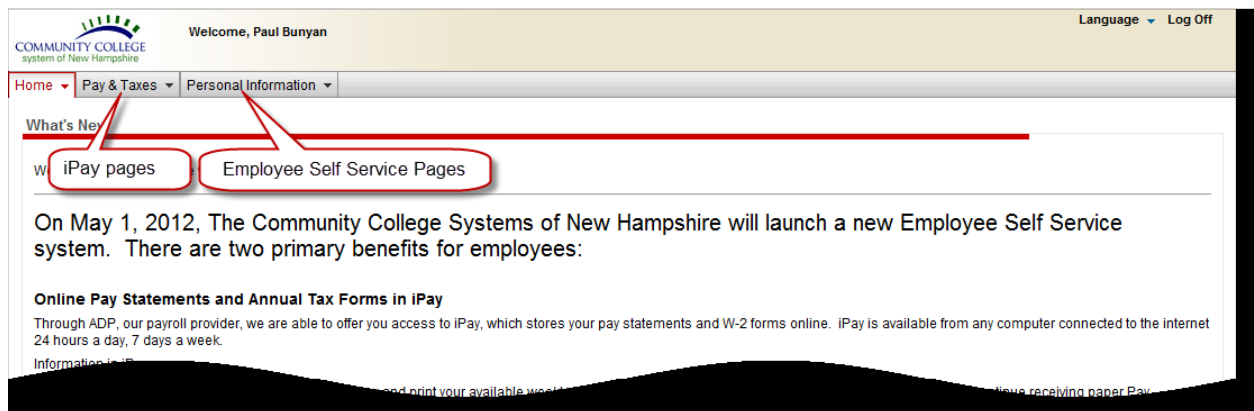
1. Go to **https://portal.adp.com**
2. Click on **SIGN IN**



3. Enter your credentials

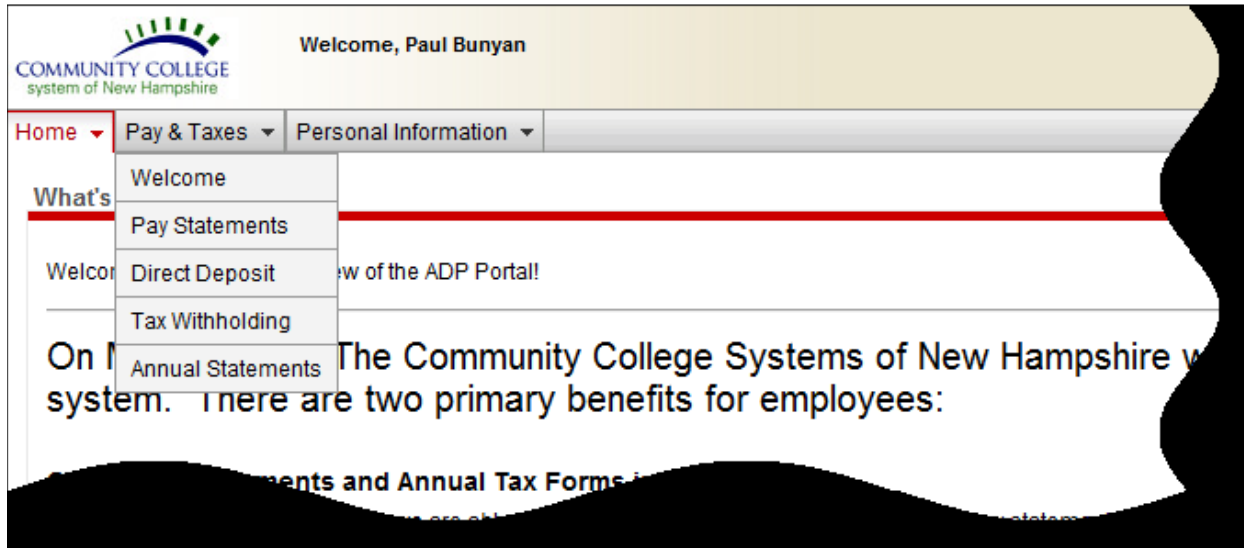
- a. Your Username was provided to you when you registered. It is typically the first initial of your first name followed by your last name. It also includes the text @ccsnh. For example, **pbunyan@ccsnh**.
- b. Your password is the one that you set up in Step 7 of the instructions “How to Register for the Portal”.

4. You will come to the Home page of the ADP Portal. To get started, click on one of the tabs.



How to Navigate ADP iPay System

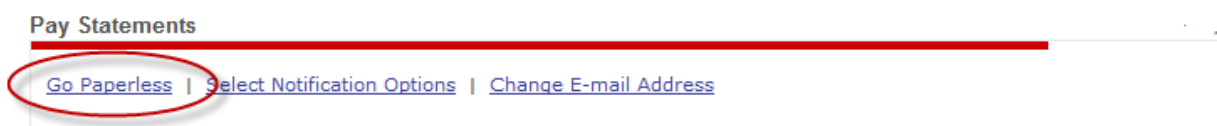
Click on the **Pay and Taxes** tab. The following pages are available:



- 1. Pay Statements :** On this page you can view and print your available weekly Pay Statements. Prior employers' paychecks may appear here as well, if that employer used ADP to process payroll. If you are enrolled in direct deposit, iPay allows you to elect to 'go paperless' and discontinue receiving paper Pay Statements; and you may elect to receive an automated email message when the Pay Statement is available for viewing online.
- 2. Direct Deposit:** You may add, delete and change your Direct Deposit accounts. Anytime you delete a direct deposit account, Payroll will hold this in a pending status until a new direct deposit account has been set up.
- 3. Tax Withholding:** You may change your Federal W-4 tax elections.
- 4. Annual Statements :** Here you can view the annual tax forms (ie., W-2 forms) available for viewing. Select the tax year to view details. **Your annual statements remain on iPay for 3 years.**

If you participate in Direct Deposit and would like to discontinue receiving and picking up printed paycheck statements, follow these instructions

- 1. Press the 'Go Paperless' link to get started.**



2. Check the Agreement box and press Next. On the following pages you will review and have the option to agree to certain conditions.

Pay Statements

Go Paperless

You can choose to stop receiving paper copies of your statements and access your statements online only. Your statements will remain on the secure website for 3 years. If you want to retain a copy for longer than that, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at any time.

Access my pay statements online only

By selecting this option, you will receive your pay statements online only. You will no longer receive paper copies. After you click Next, you need to accept terms and conditions and then verify that you can view your statement online.

3. Click the 'Select Notification Options' link to manage these options and your iPay notification email address.

Pay Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

4. On the Select Notification Options page, ensure the check box is checked, enter or edit the iPay notification email address, and press Save.

Pay Statements

Select Notification Options

If you select this option, an e-mail will be sent to the address below whenever a new pay statement is available to view.

Send e-mail notification when a new pay statement is available.

E-mail Address: [Edit](#)

Click edit to change the iPay notification email address.