# CONSUMER DIRECT CARE NETWORK

# Navigating **MyADP.com**

## Frequently Used Terms

- **Registration** - Making an online account at MyADP.com.
  *If you don't have an account, you can find a guide on the Consumer Direct Care Network Florida (CDFL) website under "Training Materials."*
- **Paystub** - A paystub is like a receipt for your pay. It shows how much money you earned in the pay period. It also shows how much money was taken out for taxes.
- **W-2** - This shows your annual wages This also shows taxes withheld from your pay. You need it when you do your taxes.
- **Dashboard** - Your landing page when you visit MyADP.com. It's where you can find your pay details.
- **Wisely Pay Card** - This is a direct deposit card. You must sign up for it to use it.

## My Pay

- After logging into ADP, you will land on your **ADP Dashboard**. There you can see your current paystub. (Fig. 01)
- If your pay is hidden (e.g., $X,XXX.XX), press **Show**. (Fig. 01)
- To view your pay history and W-2s, use the **Pay** option. (Fig. 01)
- The default year is the current year. You can use the menu to choose a different year. (Fig. 02)
- Check the box next to the paystub you want to see. Press **View Statement** to see all the details. (Fig. 02)
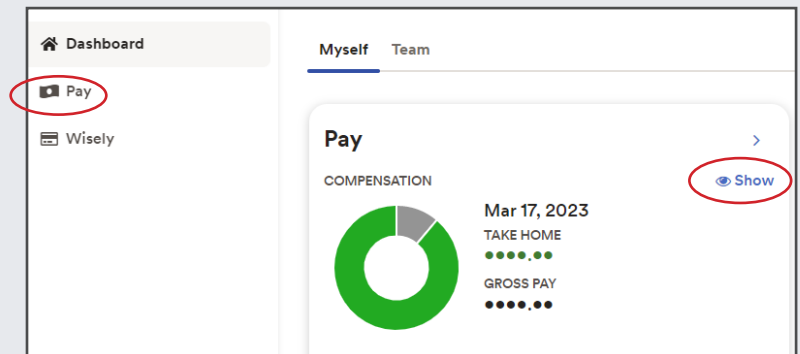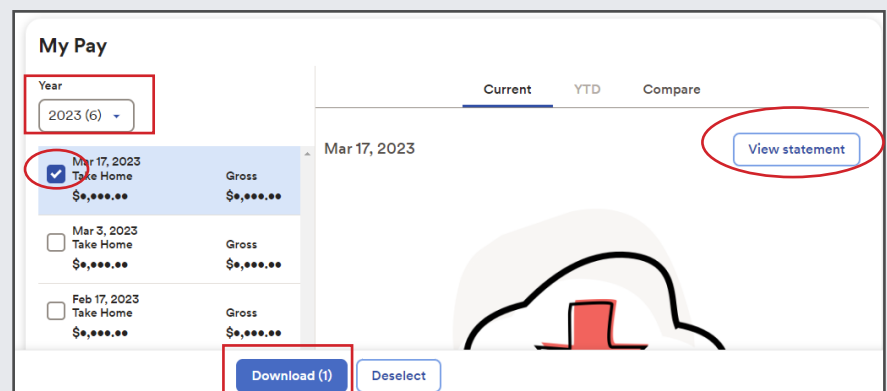- Press **Download** to save a copy of your paystub. (Fig. 02)



*Fig. 01*



*Fig. 02*

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EVERY LIFE.    EVERY MOMENT.    EVERY DAY.

## W-2s/Tax Statements

- Your W-2s are at the bottom of the My Pay History screen. Under **Tax Statements**. Press **View all statements**. (Fig. 03)
- **IMPORTANT**: If you worked with any other company besides CDCN, you'll get a W-2 from them too.
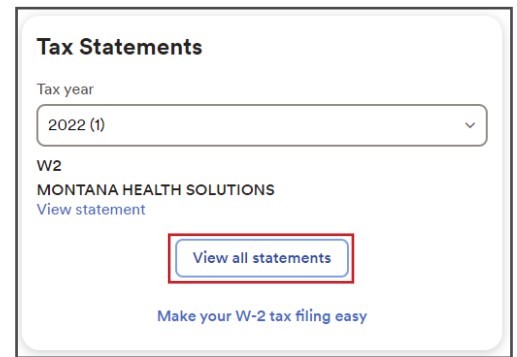
**Tax Statements**

Tax year

2022 (1)

W2
MONTANA HEALTH SOLUTIONS
View statement

**View all statements**

Make your W-2 tax filing easy

*Fig. 03*

## Wisely Pay Card

- The **Wisely Pay Card** is a direct deposit card. You must sign up for it to use it.
- You can contact your local CDCN office for more information on how to sign up.

## Account Settings

- To change your settings in ADP, press your initials in the top right corner of your ADP dashboard.
- Press **Settings**.(Fig. 04)
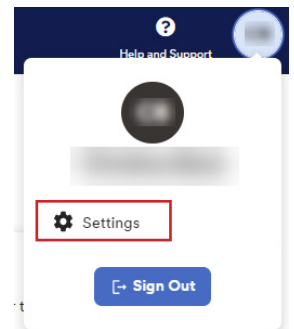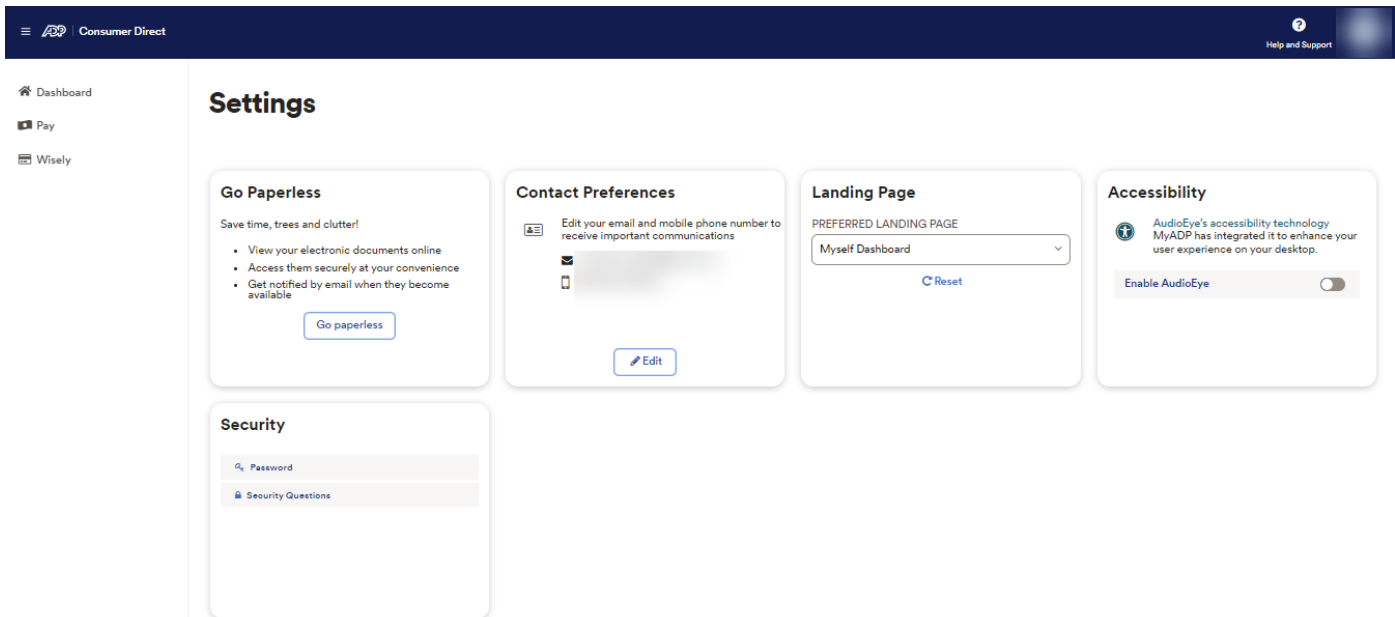- You can change things like contact information, accessibility, and security. (Fig. 05)

Help and Support

⚙ Settings

→ Sign Out

*Fig. 04*

≡ ADP | Consumer Direct

Help and Support

🏠 Dashboard
📷 Pay
🔳 Wisely

## Settings

**Go Paperless**

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

**Go paperless**

**Contact Preferences**

Edit your email and mobile phone number to receive important communications

✉
📱

**✎ Edit**

**Landing Page**

PREFERRED LANDING PAGE

Myself Dashboard

↻ Reset

**Accessibility**

AudioEye's accessibility technology MyADP has integrated it to enhance your user experience on your desktop.

Enable AudioEye ⬤

**Security**

🔑 Password
🔒 Security Questions

*Fig. 05*

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