Changing Pay/Tax Statements back to Paper

Confirming/Adding Personal Cell/Email

To ensure that you receive a paper copy of your last pay check and W2, and that you are able to receive notifications to reset your password, please complete the below steps before your last day.

1. Log into ADP
2. Click on Myself
3. Click on Pay
4. Click on Pay and Tax Statements
	1. Scroll down to Go Paperless
	2. Click on the Go Paperless Icon
5. Check the icons on the right, for both Pay Statements and Tax Statements and if they are “On” Click each one to “Off”



Notification Information: (This is the information used to reset a password)

1. Go to Myself
2. My Information
3. Profile
	1. Personal Information
	2. Make sure your personal cell and email are entered
4. Click on View More
	1. If your cell and email are not entered add it now
	2. If they are already entered scroll down to Contact at the bottom
	3. Make sure your number is **Verified** and that Yes is checked

