

MyInfo! Paperless Pay Statements

Step 1. Visit the **ADP Self Service Portal** at <https://portal.adp.com/> and **Sign In**

You will ONLY be able to sign in if you had previously registered on MyInfo!
Please note your User ID is typically your first initial and last name followed by @JHHA example - ALastName@JHHA.

Step 2. Hover over the **Pay & Taxes** tab and select **Payments & Tax Statements**.

Step 3. New page will open listing your wages, taxes and deductions. At the top RIGHT of the screen you will see this icon  with your full first name and last name initial and a small arrow pointing down underneath the name.

Step 4. Hover over the arrow so it brings up the options and one of them will be **Settings**.

Step 5. Click on **Settings** and a new page will open where on the right of the screen it will bring up a section that says **Go Paperless**.

Step 6. Here you have the option of enabling paperless pay statements by clicking on the button next to **Receive Paperless Statements**, once selected the button becomes green indicating you have enabled this function.

Step 7. A consent agreement statement will appear and after you read it, select **Receive Paperless Statements** and **I Agree** button and you are all set.

Step 8. You can also elect to receive **email notifications** whenever a pay statement is available to review.