

Registering for ADP Electronic Pay Statements

This Quick Start Guide will help you set up your computer and web browser so that you can register for Statement Self Service and begin accessing your pay statements online. Before you begin the registration process, **you need to have your most recent pay statement** (whether a regular pay or a separate payment) and your social insurance number.

To begin, go to website: <http://registerme.adp.ca>

Select language and **click "I agree"** to accept the Employee Privacy Agreement.

Follow the instructions below.

1. Using caps lock, enter your full name **as it appears on your pay statement**.
2. The Client # for all StFX Employees is **193423**.
3. Enter your date of birth in the format of **YYYY-MM-DD**.
4. The company code is the four digit number/letter combination located next to "EMPL/PAYEE ID.:" on your pay statement.
5. Find your hire date under "current" and next to "hire date" on your pay statement.
6. The employee ID is the 5 digit number next to your company code on your pay statement.
7. The payment date is located in the top right hand corner of your pay statement.
8. The net pay amount is located underneath "total deductions" on your pay statement.
9. **Click Continue** to confirm that information is correct.

Completing the Security Options

- a. Complete the required fields in the security information page.
- b. **Record your password in a safe place for future use.**
- c. Click Continue and the Statement Self Service Options page will appear.
- d. **Select both pay statements and tax forms.**
- e. Click Continue.
- f. Click I Agree on the Terms and Conditions page.
- g. **Ensure that you print the confirmation page in order to save your User ID and Client #. This is a good place to record your password and your date of hire from your paystub for future use.**

Logging In to Statement Self Service and Accessing Pay Statements

1. At the end of the registration process, you may be taken to a login screen automatically but it is advisable that you purposely **go to webpage: <http://my.adp.ca>** and **save it in your favourites**. This is the main page where you will go to view your pay statements online.
2. **Type in the ID information** you received during the registration process, User ID, Password and Client #. **Click Login**.
3. In the Select Folder window, **select My Pay Statements** and then **click Open**. The search page appears.
4. Either enter a specific range of dates or click Search to view all available pay statements.
5. To view a pay statement, click on its pay date.
6. Once you have completed viewing/printing your statements, log out and close Internet Explorer.

NOTE: If this is the first time you have logged in to the Statement Self Service website, you must download and install an Advanced Function Presentation (AFP) plug-in so that you can view Pay Statements and Tax Forms in your browser window. If you intend to access Statement Self-Service from more than one computer, you must download and install the AFP plug-in on each computer you use. However, you will not need to go through the registration process again.

Downloading and Installing the AFP Plug-in

- a. **Click Download Plug-In** in the upper right hand corner of the Statement Self Service Log In page. An AFP Plug-In Download page appears.
- b. **Click Download Now**.
- c. **Click "Run this program from its current location"** and then **click OK**.
- d. When the AFP Plug-in is downloaded, a security warning box appears. **Click Yes** to install the plug-in.
- e. On the InstallShield Wizard dialog box, **click Next** and then **click Yes** to accept the License Agreement.
- f. **Click Next** to accept the destination location for the AFP plug-in. The installation process will begin.
- g. **Click Next again**.
- h. When the installation is complete. **Click OK to finish**.

PAYMENT DATE: (7) 2011 01 20

PAY END DATE: 2011 01 08

ST. FRANCIS XAVIER UNIVERSITY
STATEMENT OF EARNINGS AND DEDUCTIONS

EARNINGS	DATE YMMDD	RATE	CURRENT HRS/UNITS	CURRENT AMOUNT	YTD HRS/UNITS	YTD AMOUNT
ST REC						
AUTO VAC						
TOTAL EARNINGS						
LESS TAXABLE BENEFITS						
TOTAL GROSS						

DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT	DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT
TOTAL DEDUCTIONS					

NET PAY (8) 0.00

OTHER HIRE DATE	CURRENT (5) 20100915	YTD 0.00

NON NEGOTIABLE

CONFIDENTIAL

DEDN. DEP. ACCT:
 EMPL/PAYEE ID.: (4) 1BFP ST (6) 12345
 OCCUPATION:
 NO.PAY.PER. 05 OF 26

1BFP FACILITIES MANAGEMENT
 (1) DOE JOHN
 PO BOX 5000, ANTIGONISH
 NOVA SCOTIA CANADA,
 B2G 2W5

NETPAY: \$****0.00

NOTIFICATION OF DEPOSIT TO ACCT.: XXXXXXXXXXXX0000