

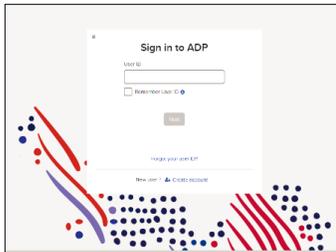
# MyADP User Guide



MyADP empowers employees to self-manage their direct deposit, tax withholdings, and benefits elections from any computer or smartphone.

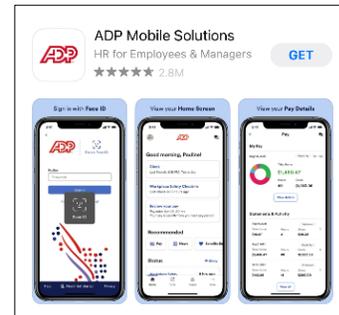
## Register for a MyADP Account

Step 1: Visit <https://my.adp.com>



OR

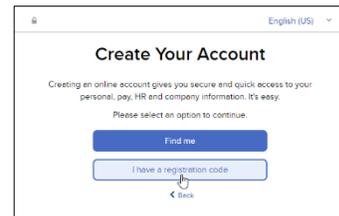
Download the ADP Mobile Solutions app



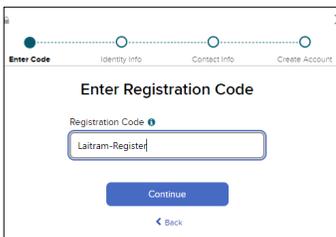
Step 2: Click **Create Account**



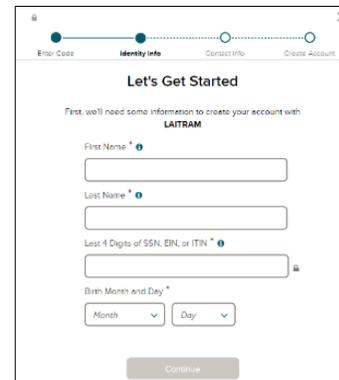
Step 3: Click **I have a registration code**



Step 4: Enter code: **Laitram-Register**



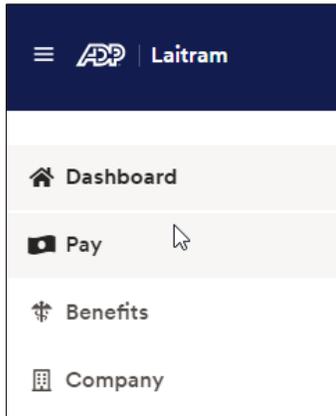
Step 5: Enter information and follow prompts



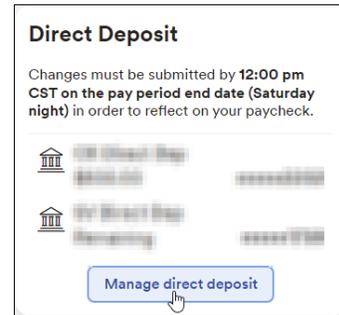
# Set up your Direct Deposit



**Step 1:** In MyADP, open the **Pay** section.



**Step 2:** Click **Manage direct deposit**



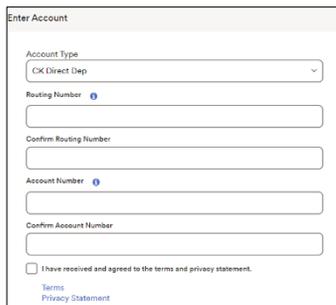
**Step 3:** Select the option to add an account



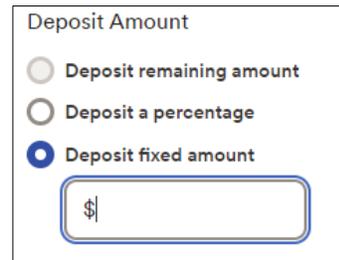
**Step 4:** Select **Direct Deposit**



**Step 5:** Select the type of account to setup. Complete the required information.



**Step 6:** Indicate the amount you wish to deposit into each account.



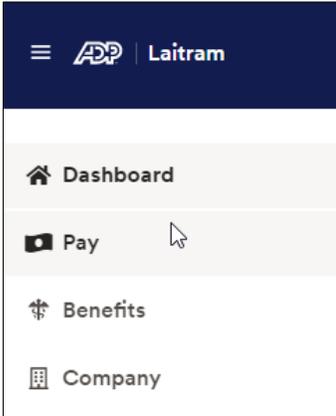
**Step 7:** **SAVE** your changes and enter your confirmation code received into MyADP.

**IMPORTANT:** If you do not receive a confirmation code, your direct deposit setup is not complete.

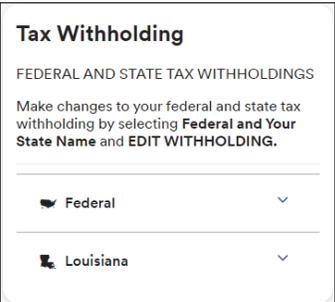
# Establish your Tax Withholding



**Step 1:** In MyADP, open the **Pay** section.



**Step 2:** Go to the **Tax Withholding** section



**Step 3:** In the **Federal** section, answer the series of questions presented to complete your W-4.

**Step 4:** In the **State** section, answer the series of questions presented to establish your state-specific tax withholding.