# **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 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.

≡ 🖉   Laitram		Direct Deposit Changes must be submitted b CST on the pay period end da night) in order to reflect on yo
Dashboard	$\longrightarrow$	
y 🔓		
enefits		Manage direct dep
Company		

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



#### Step 4: Select Direct Deposit

### What type of account would you like to set up?

Step 2: Click Manage 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.

ter Account	Deposit Amount
Account Type (CK Direct Dep ~)	Deposit remaining amount
Routing Number	O Deposit a percentage
Confirm Routing Number	Deposit fixed amount
Account Number	s
Confirm Account Number	,
Inver received and agreed to the terms and privacy statement. Terms Privacy Statement	

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.













#### 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 statespecific tax withholding.





