



REGISTRATION – PAGE 1 OF 2

To use the ADP web portal, you must self-register. The ADP web portal allows you to view and print your monthly VCERA pay statements issued through ADP and to sign up for paperless statements.

Step 1

Go to <https://my.adp.com> and click on “Register Now,” or download the free ADP Mobile app.

Log in to ADP

USER ID *

PASSWORD *

Remember User ID

LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW

Step 2

Enter registration code **VCERA1-ONLINE** and click on “Next” to continue.

Create your account

Registration code

NEXT

Step 3

Enter your first name, last name, Social Security number and date of birth. Then click on “Next.”

Identify yourself

First name* Last name*

SSN, EIN, or ITIN*

Birth month, day, and year*

Month Day Year

I'm not a robot

reCAPTCHA Privacy - Terms

NEXT

Step 4

Verify your identity by answering unique questions. You will have 30 seconds to answer each question.

Help us verify your identity

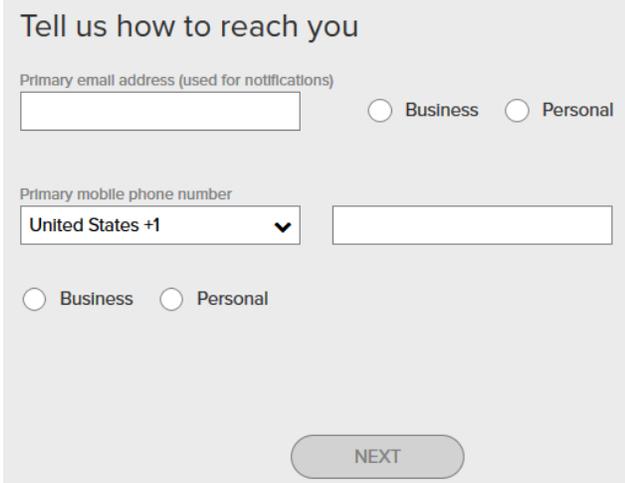
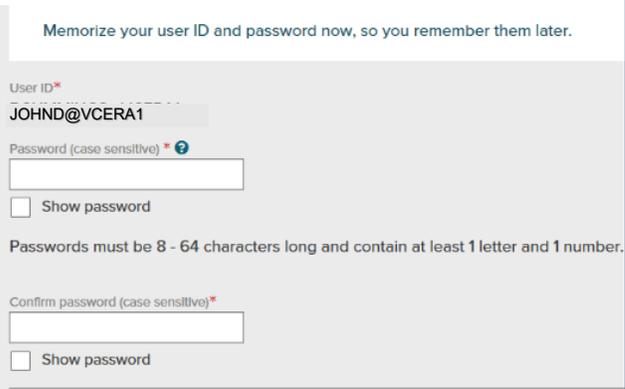
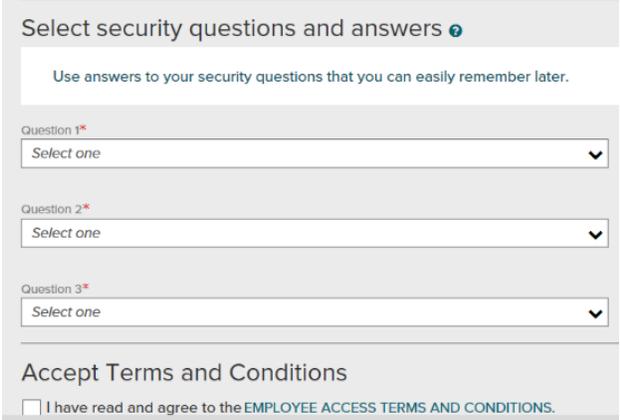
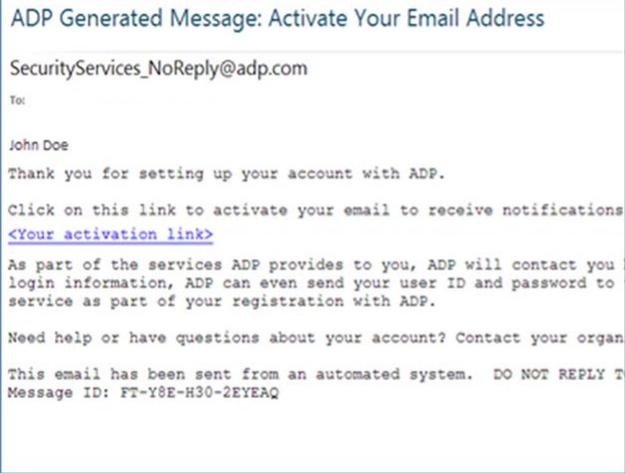
ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CANCEL NEXT



REGISTRATION – PAGE 2 OF 2

Step 5	Step 6
<p>Enter your email address and telephone number. Then click on “Next.”</p>	<p>ADP will generate a unique User ID for you. Create a password. (Passwords are case sensitive.)</p>
	
Step 7	Step 8
<p>Select security questions and provide answers. Then click the “Accept Terms and Conditions” box.</p>	<p>If you supplied an email address during registration, you will receive an automated email from ADP to complete your account activation.</p>
	



ADP Quick-Reference Guide – Home Page

The screenshot displays the ADP Quick-Reference Guide Home Page for a user named JOHN, D. The page is titled "Pay" and features a "HIDE MY PAY" toggle and a "VIEW YOUR TRENDS" link. A "Pay" tab is highlighted in the top left. The main content area is divided into three columns:

- Left Column:** A list of pay statements for the last 6 months (Aug 31, 2017 to Mar 31, 2017). Each entry shows "Take Home" and "Gross Pay" amounts. A "VIEW ALL PAY STATEMENTS" button is located below this list.
- Middle Column:** Detailed earnings and deductions for the selected month (Aug 31, 2017). It includes "Gross Pay" of \$7,827.59, "Take Home" of \$6,453.82, and various deductions like AnnuitySpilt, Fixed Suppl, PensionSpilt, and Suppl 2. A "DOWNLOAD PAY STATEMENT" button is highlighted below this section.
- Right Column:** A donut chart showing the breakdown of Gross Pay into Deductions and Take Home. The chart shows Take Home as the larger portion (green) and Deductions as the smaller portion (pink).

At the bottom of the page, there are three sections:

- Go Paperless:** A section with a "Go Paperless" button and a toggle for "Receive paperless statements" (currently off) and "Notify by email" (currently on).
- For Your Records:** A section showing "Year to Date Gross Pay" of \$62,620.72 and a "VIEW YEAR TO DATE" button.
- Tax Statements:** A section with a "Tax Statements" button and the text "Come back here to see your tax information".

Home Page

Pay: Displays summaries of your last 6 pay statements (left column). Click on one of the statement summaries to see detailed earnings, deductions and taxes for the month you selected (middle column).

View All Pay Statements: Click on this link to view ADP-generated pay statements from April 2016 forward.

Download Pay Statement: Click on this link to view, download and print monthly pay statements.

Go Paperless: You can stop receiving paper copies of your statements and access them online only. Receive paperless statements by activating the paperless statement feature.

Tax Statements: Log to the VCERA Member Portal at <https://members.vcera.org> to view and print copies of your 1099-R tax documents.

For assistance, call VCERA at (805) 677-8700 or e-mail memberportal@vcera.org

