STATEMENT SELF SERVICE   EMPLOYEE QUICK START

Company Name: _____   **Client #:** _____

Welcome to Statement Self Service

This Quick Start card 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 and/or tax forms online. Before you begin the registration process, you need your **MOST RECENT Pay Statement**, **Client Number**, **Employee ID** and **Hire/Rehire Date**.

A. Registering for Statement Self Service

1. Enter **http://registerme.adp.ca** in the address window of your web browser and press **Enter**. After selecting a language, the welcome page appears displaying an Employee Privacy Agreement.

2. Read the privacy agreement and choose an option. You must accept the Employee Privacy Agreement to access the Statement Self Service registration site.

3. Enter your name in the **Full Name** field. *This field is mandatory. You must enter your name exactly as it appears on your pay statement.

4. Complete the remaining mandatory fields in the **Personal Information** section.

5. Complete the mandatory fields in the **Pay Information** section.

   Hint: To add another company code, click **Add**.

6. Click **Continue**. The **Security Information** section appears. A message box appears confirming that the information you entered is correct.

7. Click **OK**. The **Security Information** section appears. The User ID is automatically generated by the system.

8. Enter the password that you will use to log into Statement Self Service in the **Password** field.

   Your password must:

   - Be a minimum of 8 characters
   - Contain at lease one numeric value
   - Contain at least one upper case character
   - Contain one lower case character

9. Confirm the password that you entered by entering it again in the **Confirm Password** field and click **Continue**. The Employee Self Registration page appears.

10. Enter an e-mail address in the **e-mail Address** field. In the event that you forget your password, the application will send you a new temporary password to this e-mail address.

11. Select the first security question in the **First Question** dropdown list. *This field is mandatory.

12. Enter an answer to the question in the **First Response** field. *This field is mandatory.

13. Select the second security question in the **Second Question** dropdown list. *This field is mandatory.

14. Enter an answer to the question in the **Second Response** field. *This field is mandatory.

15. Select the third security question in the **Third Question** dropdown list. *This field is mandatory.

16. Enter an answer to the question in the **Third Response** field. *This field is mandatory.

17. Click **Continue**. A confirmation page displays your new user identification and client number.

B. Logging In to Statement Self Service

1. Once you have registered, you can log into Statement Self Service in one of two ways. You can

   - Click the login link on the Employee Self Registration screen.

   - Enter **http://my.adp.ca** in the address window of your web browser and press **Enter**. The Statement Self Service welcome page appears.

2. Type the identification information you received during the registration process into the **User**, **Password** and **Client #** fields and then click **Login**.

C. Downloading Adobe® Reader®

Adobe Reader Version (6.0.1 or greater) must be installed on each computer that you intend to use to access your pay statements or tax forms.

If you are accessing Statement Self Service at work, your employer may have already had Adobe Reader installed on your PC. If not, please contact your internal administrator.

1. Type **http://www.adobe.com/reader** in the address window of your web browser and press Enter.

2. Follow the instructions to download the correct software version for your operating system**.**

3. Once downloaded, install Adobe Reader by double-clicking on the install program file. Follow the instructions provided in the install program dialogue box to complete the process.

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D. Viewing Pay Statements and/or Tax Forms

1. In the **Select Folder** window, select **My Pay Statements** and then click **Open**. The My Pay Statements search page appears.

2. Enter a specific range of dates, or click **Search** to view all available pay statements.

3. To view a pay statement under the Pay Date column, click on its pay date.

   Once you complete saving/viewing/printing your statements, you can log out and close the Internet Explorer window.

E. Maintaining your User Profile

Once you log into Statement Self Service, you can modify your User Profile information at any time. The User Profile information is used to authenticate you if you forget your password.

To maintain your user profile, complete the following steps.

On the application menu bar:

1. Select **User Profile > User Information**. The input screen appears.

2. Make the desired changes to your profile information.
   - e-mail field cannot be blank
   - e-mail must be a valid e-mail in order for you to receive your temporary password
   - challenge questions cannot be used more than once
   - a response is required each challenge question
   - challenge questions can be - minimum: 4 characters and a maximum: 20 characters

3. To save the changes, click **Save**. A message appears confirming that your user information was changed successfully.

F. Changing Your Password

Once you have logged into the application, you can change your password at any time.

To change your password, complete the following steps.

On the application menu bar:

1. Select **User Profile > Change Password**. The input screen appears.

2. Enter the current password that you used to log into the application in the **Old Password** field.

3. Enter the new password in the **New Password** field.
   - must be a minimum of 8 characters in length
   - must have at least one numeric character
   - must have one upper case character
   - must have one lower case character
   - cannot be the same as current password

4. To confirm the new password, re-enter the password in the **Confirm New Password** field.

5. To change the password, click **Submit**. A message appears confirming that your password was successfully changed.

   The new password takes effect the next time you log into Statement Self Service.

G. Resetting your Password

If you forget your password, you can reset it at any time.

To reset your password, complete the following steps.

On the application login screen:

1. Click **Forget my Password**. The **Password Reset Form** appears.

2. Enter your user ID in the **User ID** field. *This field is mandatory.

3. Enter your client ID in the **Client ID** field. *This field is mandatory.

4. Click **Continue**. The **Password Reset Form** appears displaying the challenge questions that you entered during the user profile setup.

5. Complete the challenge questions in the input screen. All challenge questions are mandatory.

   Note: If you click **Submit** without completing all of the fields, an asterisk (*) appears to the right of the field to indicate that you have not completed all mandatory fields.

6. Once you complete the challenge questions, click **Submit**. A message appears indicating that your password was successfully created and sent to your e-mail account.

7. Click **Done**. The Login screen appears.

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