Employees can register with “ADP Statement Self Service” and begin to access your pay stubs (Pay statement) and Tax forms online.

The following is the **Step-by-Step instructions** for *how to register online*.

Before you begin the registration process, you need the following information:

- Your most-recent pay stub
- Client Number: 121724
- Employee ID
- Hire / Rehire Date

**Step 1:**

Click on the [http://registerme.adp.ca/](http://registerme.adp.ca/), you will see the website like following:
Click on “I agree”, it will show:

**Welcome to ADP Canada**

**Employee Self Registration Form**

Please have your last Pay Statement available in front of you in order to help you enter information on this Registration Form.

**Step 1: Personal Information**

Please enter your personal information:

- **Full Name**: (As it appears on your Pay Statement)
- **Client #**
- **Birth Date**: (YYYY-MM-DD)

**Step 2: Company Information**

Please enter your Company Information:

- **Company Code(s)**
- **Hire Date**: (YYYY-MM-DD)
- **Employee Id**
- **Payment Date from last Pay Statement**: (YYYY-MM-DD)
- **Net Pay from last Pay Statement**

Clear   Continue

**Step 2:**

Input information as required and using the information on your **most recent** Pay-stub.

For the **Full Name**, make sure your input is exact as shown on your most-recent pay-stub, and input will be case-sensitive:

![Message from webpage]

*Please ensure that the Full Name is entered exactly as it appears on your Pay Statement. This includes any commas, spaces, periods, etc., that may display on your Pay Statement as part of your full name. Full Name is also upper and lower case sensitive.*

OK
Client #: please use **121724** as the input

**Birth date**: please input your birthdate in format of “yyyy-mm-dd”

**Company Code**: please use **8298** as the input

**Hire Date**: please ask payroll to provide your Hire (Re-hire) Date, Tel: 416-926-1300 Ext 3325; Email: usmc.payroll@utoronto.ca

**Employee ID**: on your most recent pay-stub, on the right-hand bottom corner, there are information showing like the following:

```
NON NEGOTIABLE
SAVING S ACCT: XXXXXXXXXX3213
DEBN. DEP. ACCT: XXXXXXXXXX3213
EMPL/PAYEE ID.: 8298:32:48:20103728
OCCUPATION:
NO. PAY PER.: 21  OF 28
```

Please use the last 6-digit number of your Employee ID.

**Payment Date**: on your most recent pay-stub, on the right-hand top corner, there are payment date information shows as following:

```
STATEMENT OF EARNINGS AND DEDUCTIONS
UNIVERSITY OF ST MICHAELS COLLEGE
01 ST MARY ST TORONTO ONTARIO M5G 1X4
PAYMENT DATE: 2016/10/14
PAY END DATE: 2016/10/16
```

Please use the yellow-highlighted payment date, in required format.

**NetPay amount from your most-recent pay**: input the most recent net pay dollar amount.
Step 3:

After you input everything exactly what they wanted, click on “Continue”, the following message will appear: *(please make sure you input all information as exact as they required, otherwise it will show error message of “unauthorized access”)*.

![Employee Self Registration Form](image)

Please take note of your **userID**, and be sure the password format as following:
Choose your password correctly, and click on “Continue”.

**Step 4:**

Then the following will appear:

![Employee Self Registration Form]

After you choose your security questions and answers, click on “Continue”, the following will appear:
### Employee Self Registration Form

#### Step 5: Statement Self Service Option(s)

Please select the Statement Self Service Option(s) for the following Company Code(s):

<table>
<thead>
<tr>
<th>Company Code(s)</th>
<th>Pay Statements</th>
<th>Tax Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>8298</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- [X] Clear
- [ ] Continue

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**Step 5:**

Tick both on the square box, then click on “Continue”, the following will appear:

#### Employee Self Registration Form

Congratulations
You have successfully Self Registered for Statement Self Service.

The following information is required to login into Statement Self Service:

- **User ID:**
  - Client #: 121724

Click [here](#) to login

**Congratulations!!!** You have been registered with “ADP Self Statement Service”.
Step 6:

After you successfully registered with “ADP Self Statement Service”, you can click on website: http://my.adp.ca to access your online pay statement (pay-stubs) and tax forms.

When you click on the website: http://my.adp.ca, forms will be popped up again for you to input your userID, password, clientID (121724). After you input those information again, then website will show your security questions and answers again, ask you to confirm and create your personal profile.

After this has been done, the following will show:

![Security Information Form](image)

Click on “Continue”, you will see your pay stubs and your pay statement online.

Click on “Search”, you will see all your available pay statements or tax forms.