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/ , you will see the website like following:

Welcome to ADP Canada

Registration Terms and Use of Personal Information

f you choose to register for electronic copies of your pay statements and/or tax forms, you will be asked to provide certain personal information to ADP for identification purposes only nitial enrollment. ADP, acting on your employer's behalf, will use the personal information collected from you at registration to verify your identity against information that your employ transferred to us for the purposes of processing its payroll and performing other payroll and human resources related services. If you choose to proceed with the registration process fo Service and click the "I Agree" button below you acknowledge, agree and consent to the use of your personal information for the purpose stated above. After you are registered, you w ise your user id and password to identify yourself to ADP.

Security

ADP is committed to protecting the security of your personal information, and we use a variety of security technologies and procedures to help protect your personal information from u ise, modification or disclosure. For more information about our security arrangements for electronic communications, please refer to the Information Systems Security section of our Pr

Employee Consent

Your employer may elect to discontinue delivery of paper copies of your pay statements and/or tax forms for employees receiving electronic copies. By registering for Statement Self S and agree to: a) accept electronic copies of your pay statements and/or tax forms, and b) accept such electronic copies as a replacement for paper copies.

[I Agree]   [I Do Not Agree]

Click on "I agree", it will show:

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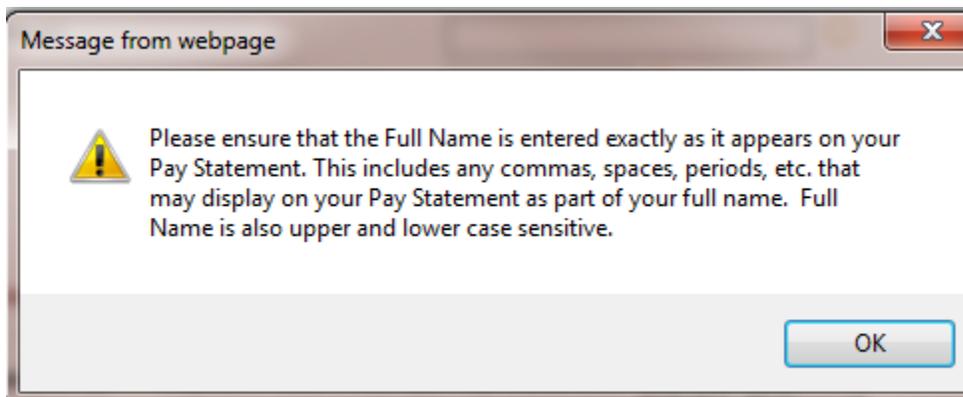
Client #: please use **121724** as the input

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

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

NON NEGOTIABLE

SAVINGS ACCT:
DEDN. DEP. ACCT: XXXXXXXXXXX3213
EMPL./PAYEE ID.:   82981324820103728
OCCUPATION:
NO. PAY PER.: 21   OF 26
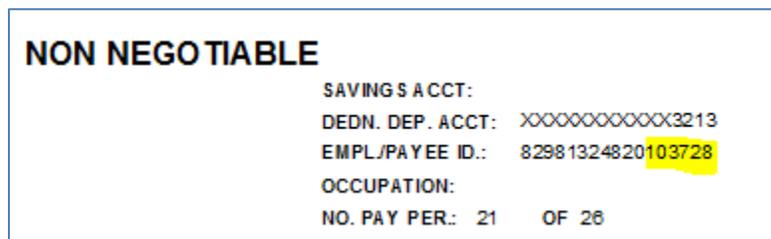
Please use the last 6-digit number of your EmployeeID.

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

UNIVERSITY OF ST MICHAELS COLLEGE
81 ST MARY ST TORONTO ONTARIO M5S 1J4

STATEMENT OF EARNINGS AND DEDUCTIONS

PAYMENT DATE: 20161014
Y/A M/M D/J
PAY END DATE: 20161015
Y/A M/M D/J
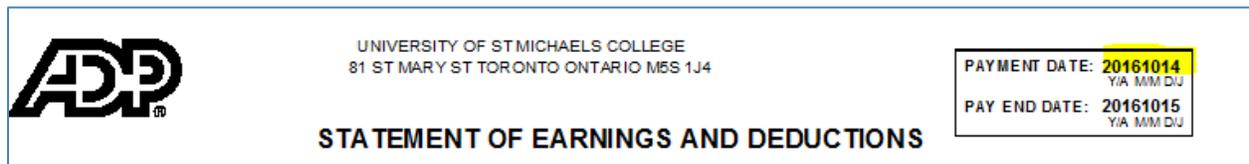
Please use the yellow-highlighted payment date, in required format.

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

Step 3: Security Information
   Please enter your security information required to Login into Statement Self Service:

|		
User ID :		(Please take note of your User ID)
Password :		ⓘ (Please take note of your Password)
Confirm Password :		

⊖ Clear   ⊘ Continue

Please take note of your **userID**, and be sure the password format as following:

Message from webpage

⚠ - Password must contain at least one numeric, one upper case, one lower case character AND one special character (-!@#$). It must not include more than three (3) repeating characters in a row. It must not include more than three (3) sequential characters, in ascending or descending order. Please enter a new password.

OK
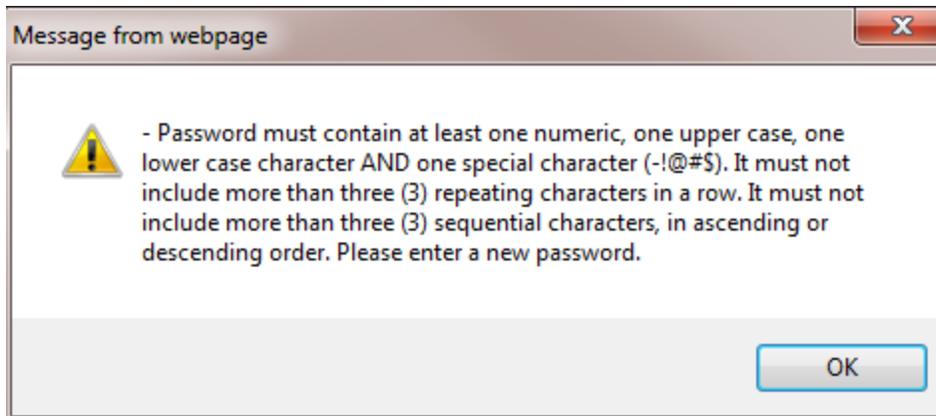
Choose your password correctly, and click on "Continue".

Step 4:

Then the following will appear:

Employee Self Registration Form

Step 4: Create your user profile
This information will be used as validation of your identity in the event that you forget your password.
* Indicates required field

* e-mail address :	_____ ⓘ
* First Question :	Select One ⌄
* First Response :	_____
* Second Question :	Select One ⌄
* Second Response :	_____
* Third Question :	Select One ⌄
* Third Response :	_____

⊖ Clear   ⊘ Continue

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):

Company Code(s)	Pay Statements	Tax Forms
8298	☐	☐

⊖ Clear   ⊘ Continue

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

Create your user profile

You have successfully created your user profile.

⊙ **Continue**

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.