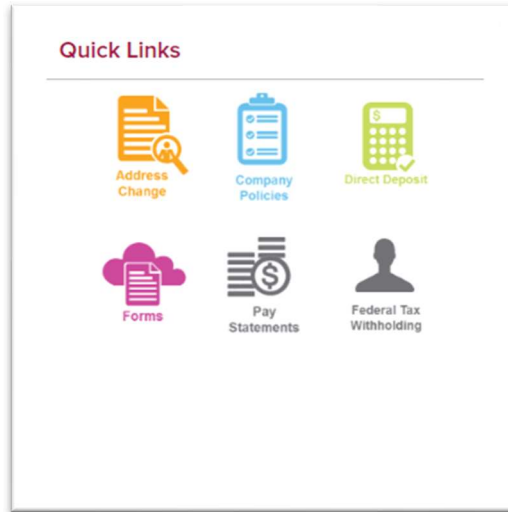
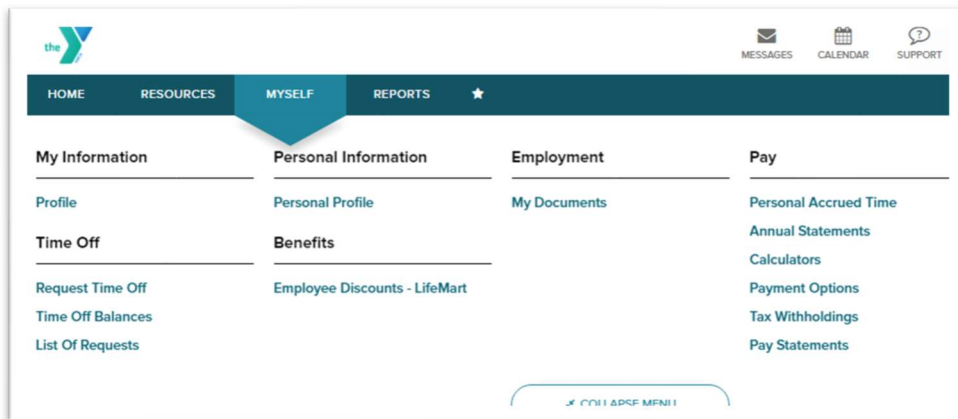


## Go Paperless with ADP

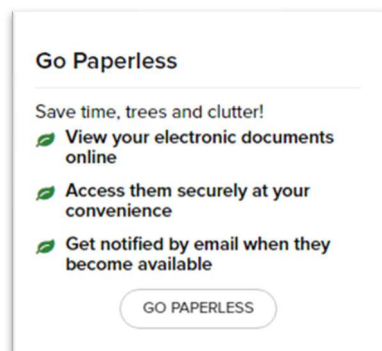
Sign up to receive your W2 electronically in ADP. Login to your ADP, select "**Pay Statements**" in the **Quick Links**...



OR select "**Pay Statements**" under the "**Pay**" column when you select the "**MYSELF**" tab.



Select the "**Go Paperless**" button in the "**Go Paperless**" box on the right.



In the next box under the **TAX STATEMENTS** section, select to view the **VIEW CONSENT** and then select to turn "On" to **Receive paperless statements**. You can also select to turn "On" email notifications.

The screenshot shows a 'Paperless Settings' dialog box with a close button (X) in the top right corner. It is divided into two sections: 'PAY STATEMENTS' and 'TAX STATEMENTS'. Under 'PAY STATEMENTS', there is a toggle for 'Send me email notifications' which is currently turned 'Off'. Under 'TAX STATEMENTS', there are two toggles: 'Receive paperless statements' which is turned 'On' and has a 'VIEW CONSENT' link next to it, and another 'Send me email notifications' toggle which is also turned 'On'.

You can also access your **Tax Statements** in the same area above the "Go Paperless" box.

The screenshot shows a 'Pay Statements' dashboard. On the left, there is a 'My Pay' section with a dropdown for the year '2020 (24)' and a list of pay periods from Dec 31, 2020, to Oct 30, 2020. Each entry shows 'Take Home' and 'Gross' amounts. The main area is titled 'CURRENT' and shows a donut chart for 'Dec 31, 2020' with a 'Take Home' amount of '\$X,XXX.XX'. Below the chart, it lists 'Hours: 81.6' and 'Gross: \$X,XXX.XX'. A table shows 'Regular' pay (65.78 units, \$X,XXX.XX rate, \$X,XXX.XX amount) and 'Overtime' pay (0.82 units, \$X,XXX.XX rate, \$X,XXX.XX amount). There is a 'VIEW STATEMENT' button and an 'EXPAND ALL' button. On the right, the 'Tax Statements' section shows 'MOST RECENT TAX YEAR: 2020' and two 'W2 OZARKS REGIONAL YMCA \$X,XXX.XX' entries, each with a download icon. Below that is a 'Go Paperless' section with a 'GO PAPERLESS' button.

The most recent yearly statement will be listed first. Select the download button to open your statement and print for filing your taxes.

The screenshot shows a 'Tax Statements' section with the heading 'MOST RECENT TAX YEAR: 2020'. It lists two 'W2 OZARKS REGIONAL YMCA \$X,XXX.XX' entries, each with a document icon and a download button.