

## **Instructions to Request Paperless Statements**

### From your PC:

Log into your ADP Portal at <https://workforcenow.adp.com>

Click MYSELF Tab > Pay > Annual Statements > Go Paperless

Selection Option > Check off - Access my Annual Statements (W-2s) box

Accept Agreement - Check Off - I Agree Box

Confirm

### Mobile App:

From Dashboard > Click Myself > Pay > Scroll down to bottom > Go Paperless