

## Paperless statements with ADP



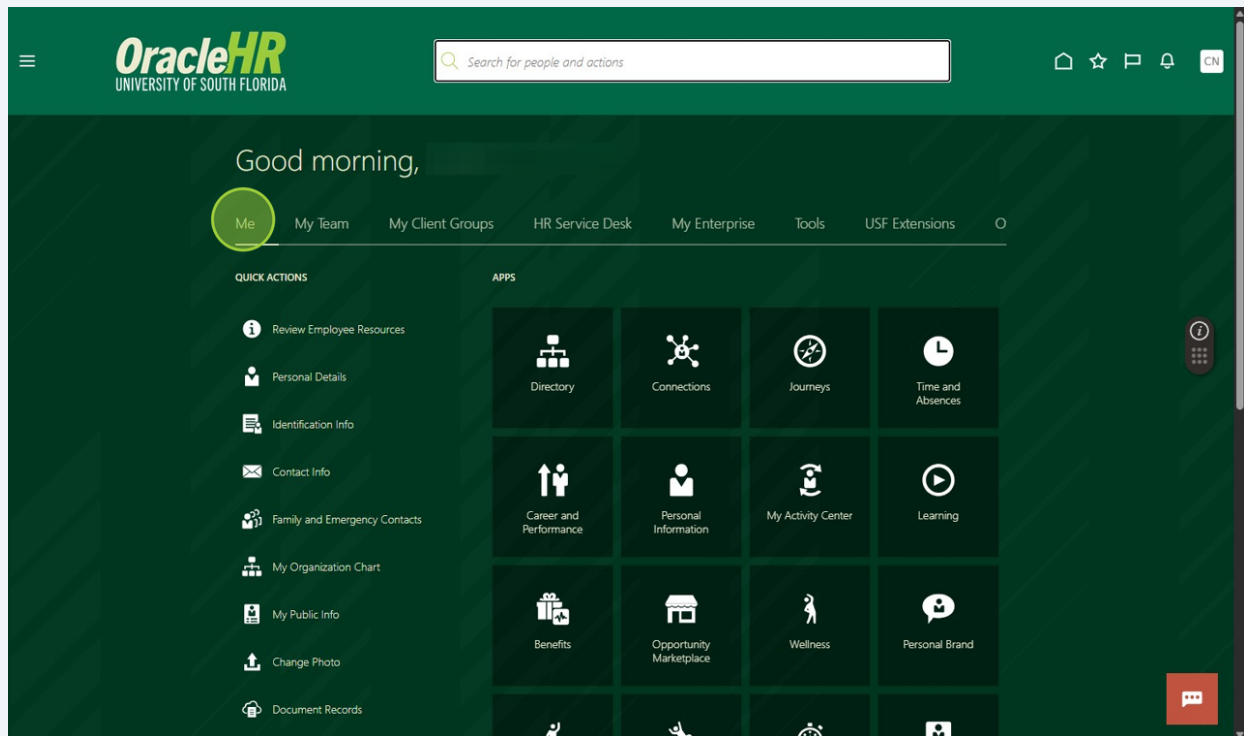
1

In this session, we'll walk through the process of opting in to paperless statements within ADP. First, you will need to navigate to Oracle HR and sign in.

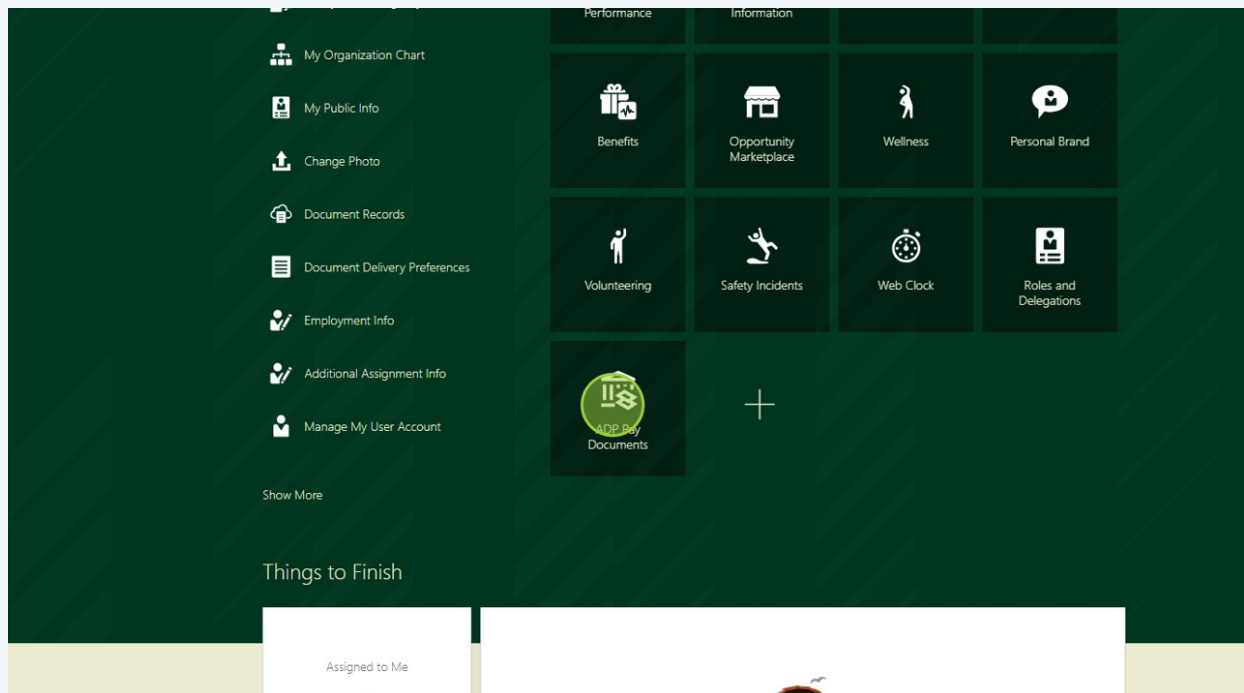
NOTE: Training materials are captured in a Development Environment and may not reflect one-to-one once it is in production.

The Oracle HR logo, featuring the word 'Oracle' in a white serif font and 'HR' in a bold, green sans-serif font, set against a dark green background.

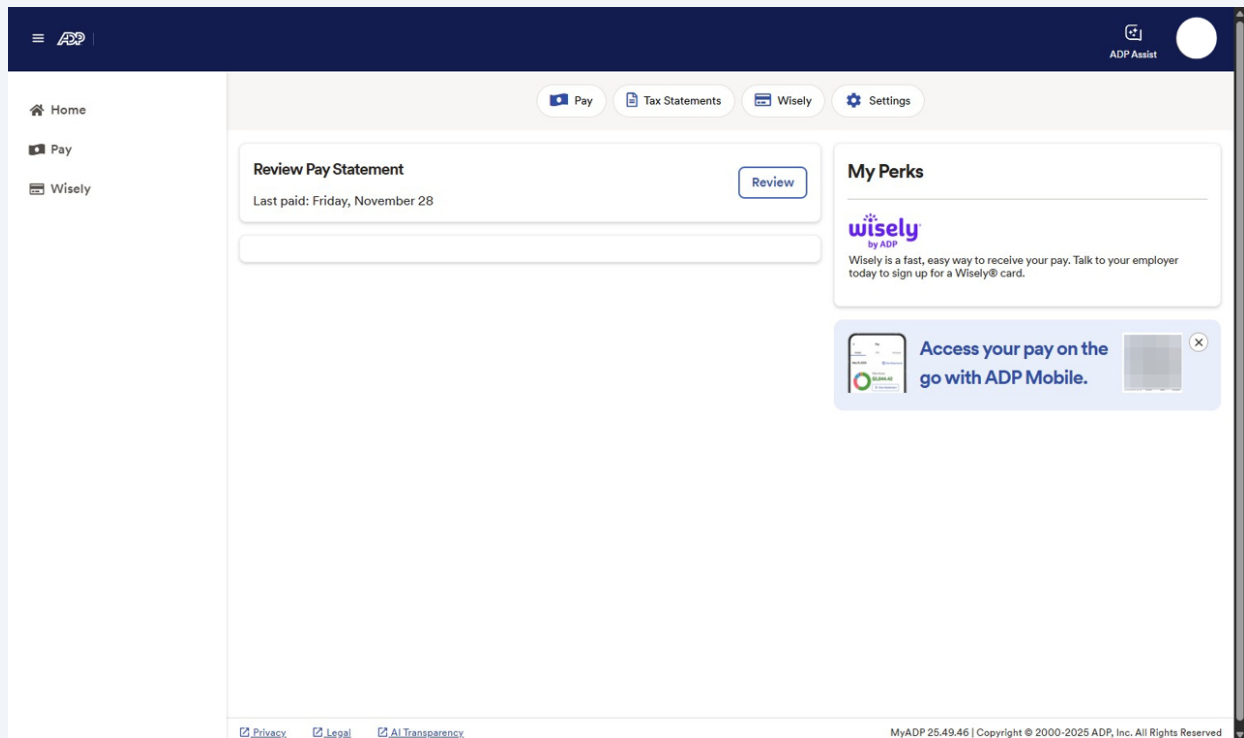
## 2 Select "Me".



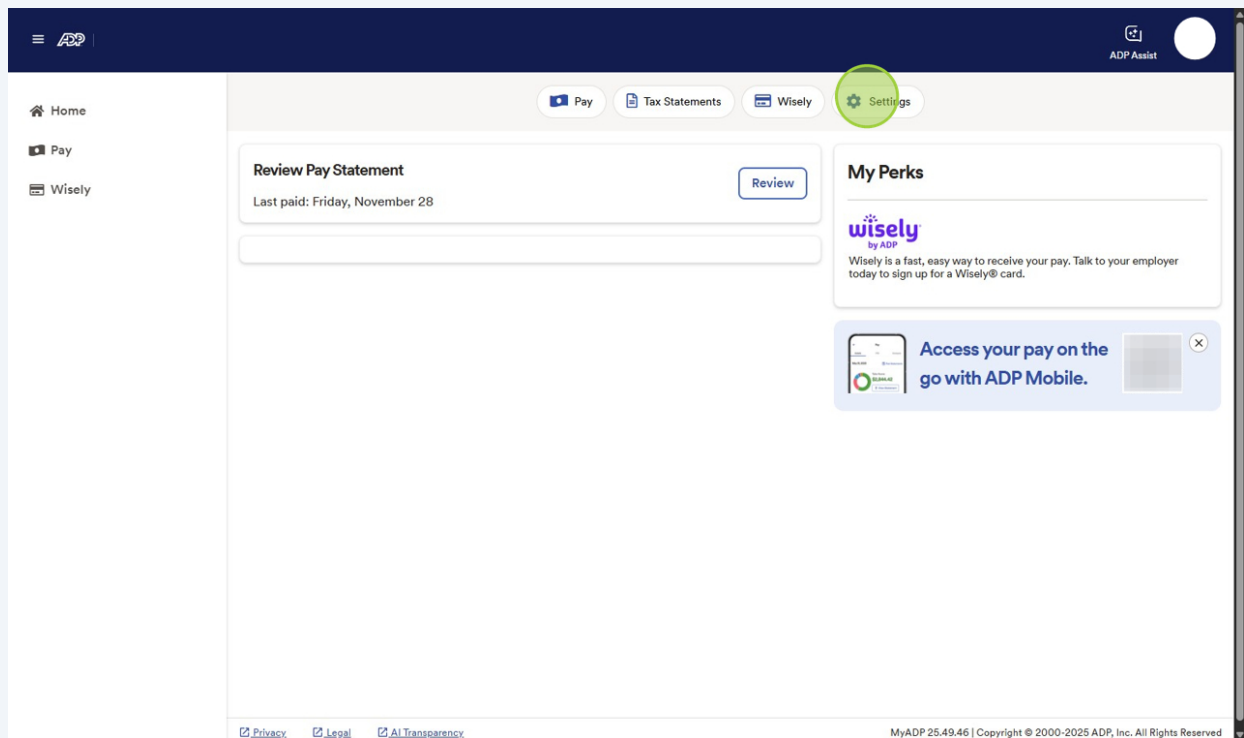
## 3 Select "ADP Pay Documents".



#### 4 ADP will open in a new tab.



#### 5 Select "Settings".



6 Under Email Notifications, select "Go paperless".

## Settings

### Email Notifications

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

[Go paperless](#)

### Contact Preferences



Edit your email and mobile phone number to receive important communications

[Edit](#)

### Landing Page

PREFERRED LANDING PAGE

Home

[Reset](#)

7 Select the Email type you will use for the paperless notifications. You can choose either "Personal" or "Business". Select the choice that best suites your needs.

## Settings

### Email Notifications

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[Go paperless](#)

### Email Notification Settings

To receive paperless notifications, an email address is required to enroll.

#### Preferred Email

Email type

Select one...

Email address\*

[Update email](#)

#### Pay statements

☒ Send me email notifications

#### Tax statements

☒ Send me email notifications

You can always download your pay and tax statements from the pay page.

[View Pay](#)

**Settings**

**Email Notifications**

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[Go paperless](#)

**Email Notification Settings**

⚠ To receive paperless notifications, an email address is required to enroll.

**Preferred Email** ⓘ

Email type\*

Select one...

Personal

Business

[Update email](#)

**Pay statements** ⓘ

☐ Send me email notifications

**Tax statements** ⓘ

☐ Send me email notifications

[View Pay](#)

You can always download your pay and tax statements from the pay page.

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In the next field, enter the email address that corresponds with the email type you selected above.

**Settings**

**Email Notifications**

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**Email Notification Settings**

⚠ To receive paperless notifications, an email address is required to enroll.

**Preferred Email** ⓘ

Email type\*

Business

Email address\*

[Update email](#)

**Pay statements** ⓘ

☐ Send me email notifications

**Tax statements** ⓘ

☐ Send me email notifications

[View Pay](#)

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**Settings**

**Email Notifications**

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[Go paperless](#)

**Email Notification Settings**

To receive paperless notifications, an email address is required to enroll.

**Preferred Email**

Email type\*  
Business

Email address\*  
Rocky.the.Bull@usf.edu

[Update email](#)

**Pay statements**

☒ Send me email notifications

**Tax statements**

☒ Send me email notifications

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[View Pay](#)

9 Select "Update email".

**Settings**

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**Email Notification Settings**

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**Preferred Email**

Email type\*  
Business

Email address\*  
Rocky.the.Bull@usf.edu

[Update email](#)

**Pay statements**

☒ Send me email notifications

**Tax statements**

☒ Send me email notifications

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[View Pay](#)

- 10 Wait for the update confirmation before proceeding.

The screenshot shows the 'Email Notification Settings' modal window. The 'Preferred Email' section is highlighted with a green border. It contains a green success message: 'Your preferred email address has successfully been updated.' Below this, the 'Email type' is set to 'Business' and the 'Email address' is 'Rocky.the.Bull@usf.edu'. There is an 'Update email' button. The 'Pay statements' and 'Tax statements' sections are visible below, both with 'Send me email notifications' checked. A footer note says 'You can always download your pay and tax statements from the pay page.' with a 'View Pay' link.

**Email Notification Settings**

**Preferred Email** ⓘ

✓ Your preferred email address has successfully been updated.

Email type\*  
Business

Email address\*  
Rocky.the.Bull@usf.edu

Update email

**Pay statements** ⓘ

☒ Send me email notifications

**Tax statements** ⓘ

☒ Send me email notifications

You can always download your pay and tax statements from the pay page.  
[View Pay](#)

- 11 Navigate to the Pay Statements section. This section is regarding statements you receive when your employer pays your wages.

This screenshot is identical to the previous one, showing the 'Email Notification Settings' modal. In this view, the 'Pay statements' section is highlighted with a green border. It shows the 'Send me email notifications' checkbox is checked. The 'Preferred Email' section and the 'Email address' field remain the same.

**Email Notification Settings**

**Preferred Email** ⓘ

✓ Your preferred email address has successfully been updated.

Email type\*  
Business

Email address\*  
Rocky.the.Bull@usf.edu

Update email

**Pay statements** ⓘ

☒ Send me email notifications

**Tax statements** ⓘ

☒ Send me email notifications

You can always download your pay and tax statements from the pay page.  
[View Pay](#)

- 12 Select "Send me email notifications" to opt into paperless notifications.

**Settings**

**Email Notifications**

Save time, trees and clutter!

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- Get notified by email when they become available

[Go paperless](#)

**Email Notification Settings**

Preferred Email ⓘ

Email type\*  
Business

Email address\*  
Rocky.the.Bull@usf.edu

[Update email](#)

**Pay statements** ⓘ

☒ Send me email notifications

**Tax statements** ⓘ

☐ Send me email notifications

[You can always download your pay and tax statements from the pay page.](#)  
[View Pay](#)

- 13 Navigate to the Tax Statements section. This section is regarding the annual statements you receive for tax purposes and include statements such as Forms W-2, W-2c, and 1099

**Settings**

**Email Notifications**

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your computer
- Get notified by email when they become available

[Go paperless](#)

**Email Notification Settings**

✓ You are successfully enrolled in email notifications for Pay Statements

Preferred Email ⓘ

Email type\*  
Business

Email address\*  
Rocky.the.Bull@usf.edu

[Update email](#)

**Pay statements** ⓘ

☒ Send me email notifications

**Tax statements** ⓘ

☐ Send me email notifications

[You can always download your pay and tax statements from the pay page.](#)  
[View Pay](#)



14 Select "Send me email notifications" to opt into paperless statements.

The screenshot shows a web interface for 'Email Notifications'. On the left, a sidebar lists benefits like 'Save time, trees and clutter!', 'View your electronic documents', and 'Access them securely at your computer', with a 'Go paperless' button. The main content area has a green success message: 'You are successfully enrolled in email notifications for Pay Statements'. Below this is the 'Preferred Email' section with a dropdown for 'Email type\*' set to 'Business' and a text field for 'Email address\*' containing 'Rocky.the.Bull@usf.edu', with an 'Update email' button. The 'Pay statements' section has a checked radio button for 'Send me email notifications'. The 'Tax statements' section has an unchecked radio button, which is circled in green. At the bottom, a blue box says 'You can always download your pay and tax statements from the pay page.' with a 'View Pay' link. The footer includes links for Privacy, Legal, and AI Transparency, and a copyright notice: 'MyADP 25.49.46 | Copyright © 2000-2025 ADP'.

15 Select the "X" in the upper right corner to close the Email Notification Settings window.

This screenshot shows the same 'Email Notification Settings' window as in step 14, but with a green circle highlighting the close button (an 'X' icon) in the top right corner of the settings modal. The rest of the interface, including the sidebar, success message, email settings, and statement preferences, remains the same.

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At any time, you can revisit your paperless options by selecting "Go paperless" again.

## Settings

### Email Notifications

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Go paperless

### Contact Preferences



Edit your email and mobile phone number to receive important communications

Edit

### Landing Page

PREFERRED LANDING PAGE

Home

Reset

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Adjust any selections as needed.

## Settings

### Email Notifications

Save time, trees and clutter!

- View your electronic documents online
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Go paperless

### Email Notification Settings

#### Pay statements ?



Send me email notifications

#### Tax statements ?

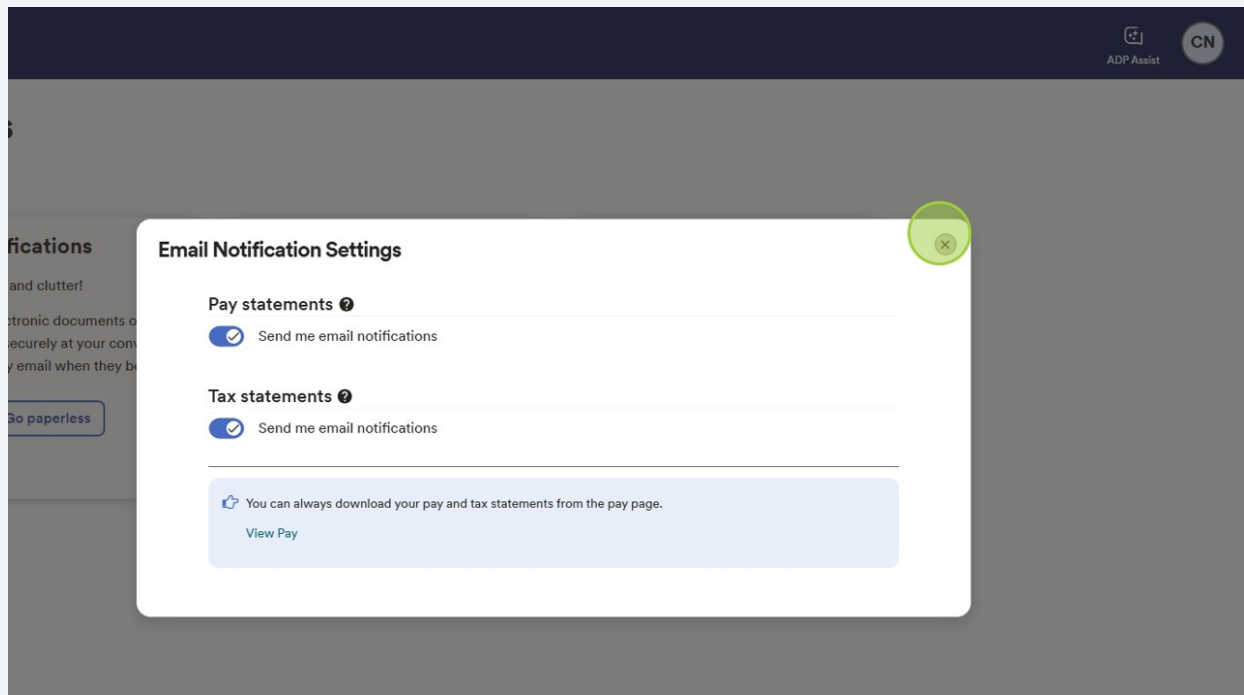


Send me email notifications

You can always download your pay and tax statements from the pay page.

View Pay

- 18 Close the window, by selecting the "X".



- 19 This ends the walk through for the process of opting in to paperless statements within ADP.

