

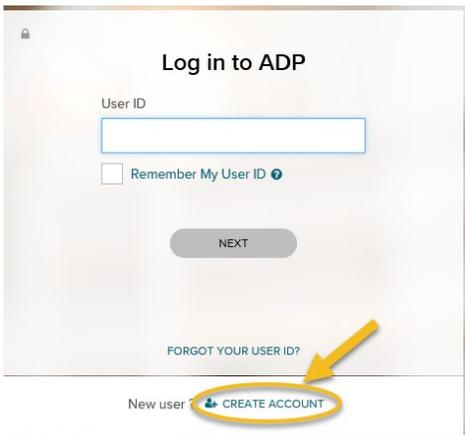
# VIEW YOUR W-2 AND PAY STATEMENTS ONLINE



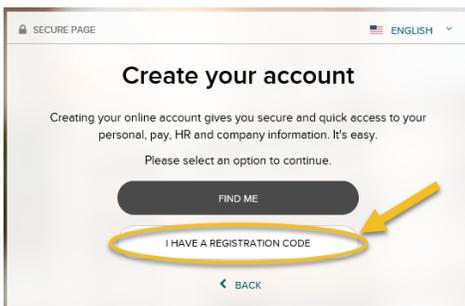
USHO has contracted with ADP to host electronic W-2s and pay statements for U.S. based PCL employees. Employees can now access W-2s and pay statements through my.ADP.com from any computer or mobile device.

To gain access, follow the steps below to set up your account using your personal computer or mobile device.

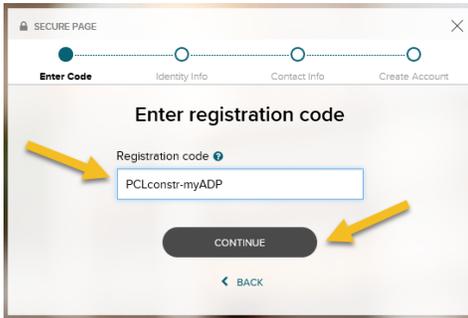
1. Go to [HTTPS://my.adp.com](https://my.adp.com)
2. At the login screen click on CREATE ACCOUNT.



3. Click on the button that says I HAVE A REGISTRATION CODE.



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5. In the fields provided, enter your:
  - a. First Name
  - b. Last Name
  - c. Email address
  - d. Birthdate in the appropriate fields
6. Enter an email address and a phone number. These will be used to verify identity.
7. Verify your contact information by clicking Send me an email. You can skip this step and verify your email later if you like.
8. Create a password. The password must contain at least 8 characters and at least one alpha and one numeric character. Then click on CREATE YOUR ACCOUNT.
9. The last step is to create your security questions.

**\*\*Passwords and security answers are case sensitive. Also, keep them in a safe place. If you forget your security answers, ADP cannot help you retrieve them.**

After you have completed the registration, ADP will send you an email with instructions on how to activate your email address. Click the link in the email you receive to complete the activation.

Once you are logged in, click on the Go Paperless button if you don't want a paper copy of your W-2 mailed to your home address.

If you have any questions or problems, please feel free to reach out to USHO Payroll at [USAPayroll@PCL.com](mailto:USAPayroll@PCL.com).



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## 1. What do I do if I am having problems logging in?

If you are having trouble logging in to MyADP, try the following:

- a. Check the spelling and spacing of your password. (Passwords are case sensitive; remember to turn off the Caps Lock key.)
- b. You must register before you can log into the MyADP application.
- c. You must use your MyADP user ID and password (not the ID and password you use to log into your company's network).

If you aren't sure of your user ID or password, click [Forgot Your ID/Password](#) for assistance.

## 2. I forgot my password; how do I retrieve it?

Select [Forgot Your ID/Password?](#) and follow the instructions to answer a series of security questions to change your password. Then, use your user ID and new password to log in to the application.

## 3. What do I do if I am locked out?

Wait five (5) minutes and try logging in again. If that does not work or you are receiving a message to contact your administrator or that you are unauthorized, there is an issue with your account, contact USHO Payroll by emailing [USAPayroll@PCL.com](mailto:USAPayroll@PCL.com).

## 4. What day/time is my pay statement for this week going to be available online?

Your latest pay statement will be available after midnight (12:00 a.m. eastern time) on pay day. If you don't see your latest statement listed, please contact USHO

By emailing [USAPayroll@PCL.com](mailto:USAPayroll@PCL.com)

## 5. How long will I be able to view my pay statements and W-2s on ADP?

ADP will maintain three (3) years of pay statements and W-2s on your account.

## 6. Will I be able to access my pay statements and W-2s after I leave PCL?

Yes. Your ADP account will remain active and you will be able to access your pay statements and W-2s for three (3) years following the last document date.

## 7. Why can I see my pay statements and W-2s from my previous employer?

Your pay statements and W-2s are associated with your Social Security number. If your previous employer uses ADP, the system will display that information on your current account.