

ADP iPAY

Instructions to “Suppress printed copy of W-2 Form” And Receive Online Copy ONLY

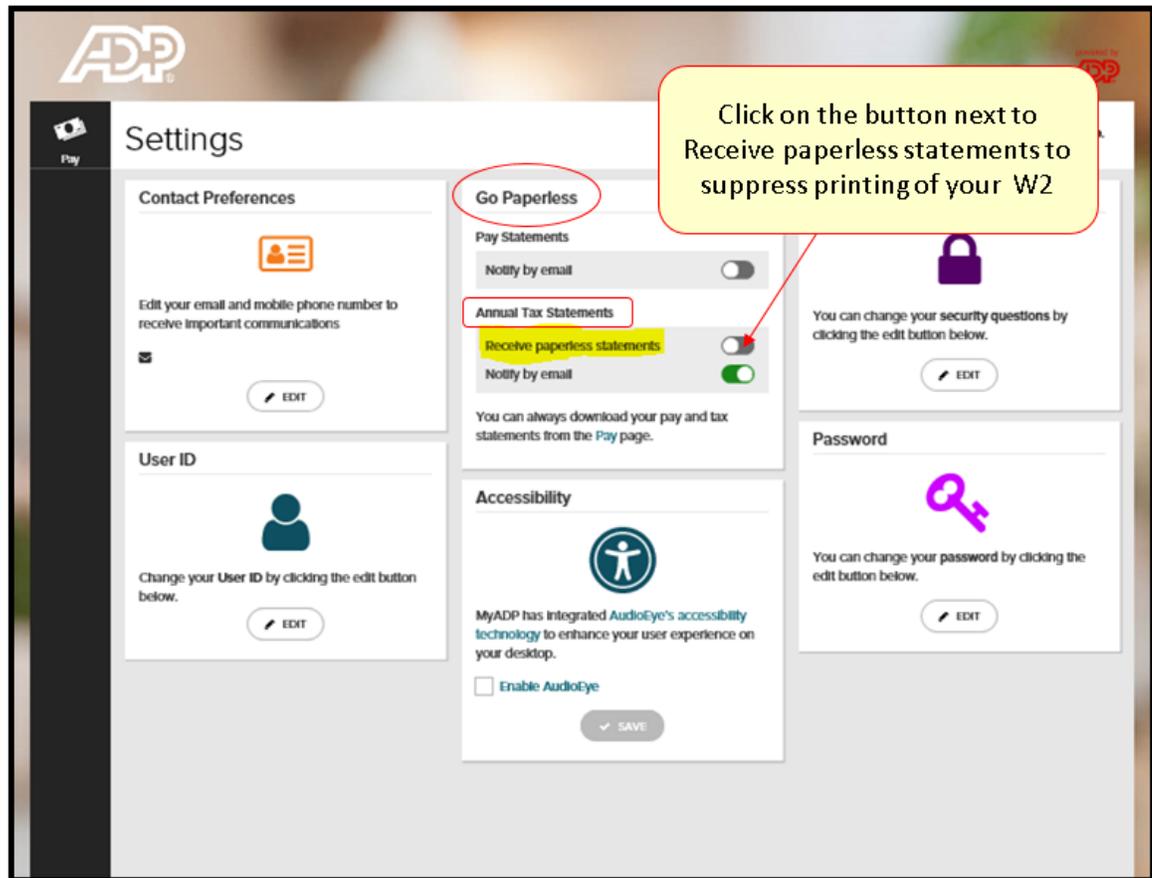
- Login to ADP iPAY: <https://my.adp.com>
- On the top right corner of the home page, click the down arrow located next to your name.
- From the pop-up menu choose Settings

The screenshot shows the ADP iPAY interface. At the top right, the user's name 'Debra D.' is displayed with a dropdown arrow. A red box highlights the 'Settings' and 'Logout' options in the dropdown menu. A red arrow points from the 'Settings' option to the third instruction in the list above. The main content area displays a 'Pay' summary for August 2019, including a table of pay dates, gross pay, and take-home amounts, as well as a donut chart showing the breakdown of gross pay into deductions and take-home pay.

Pay Date	Take Home	Gross Pay
Aug 30, 2019	\$X,XXX.XX	\$X,XXX.XX
Aug 16, 2019	\$X,XXX.XX	\$X,XXX.XX
Aug 2, 2019	\$X,XXX.XX	\$X,XXX.XX
Jul 19, 2019	\$X,XXX.XX	\$X,XXX.XX
Jul 5, 2019	\$X,XXX.XX	\$X,XXX.XX
Jun 21, 2019	\$X,XXX.XX	\$X,XXX.XX

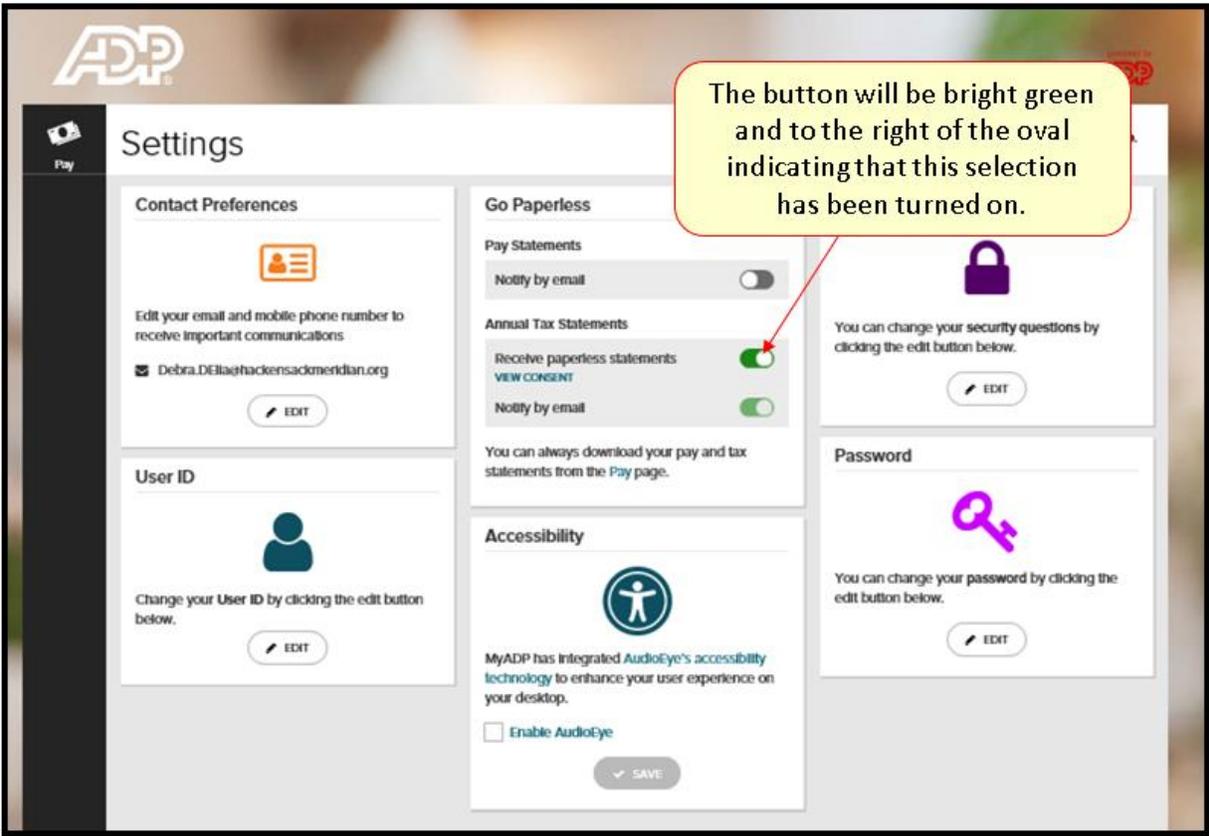
Category	Amount
Gross Pay	\$X,XXX.XX
Regular (80 hours)	\$X,XXX.XX
Deductions	\$X,XXX.XX
Take Home	\$X,XXX.XX

- In the **Go Paperless** section navigate to Annual Tax Statements



- A pop up consent form will appear.





- You have successfully completed the steps to suppress printing of your W2 statement and it will now be available for you to view and print online.