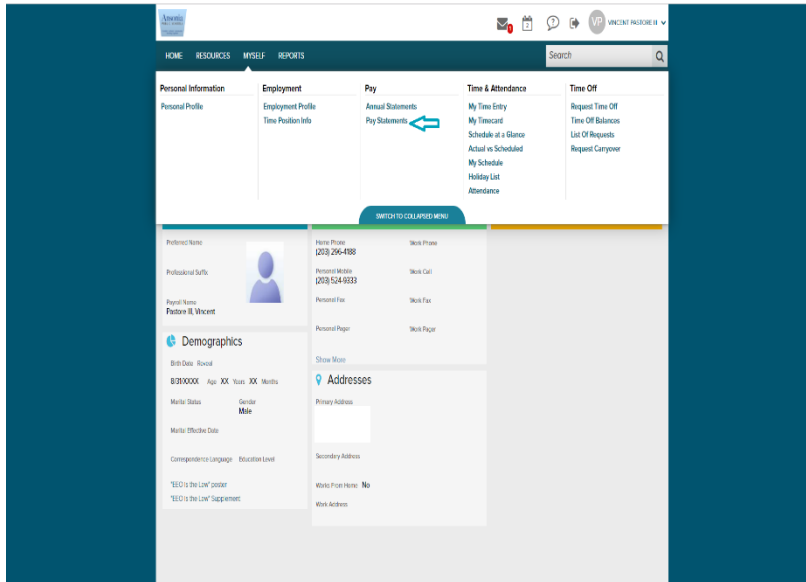


## How to receive electronic pay stubs via email from ADP

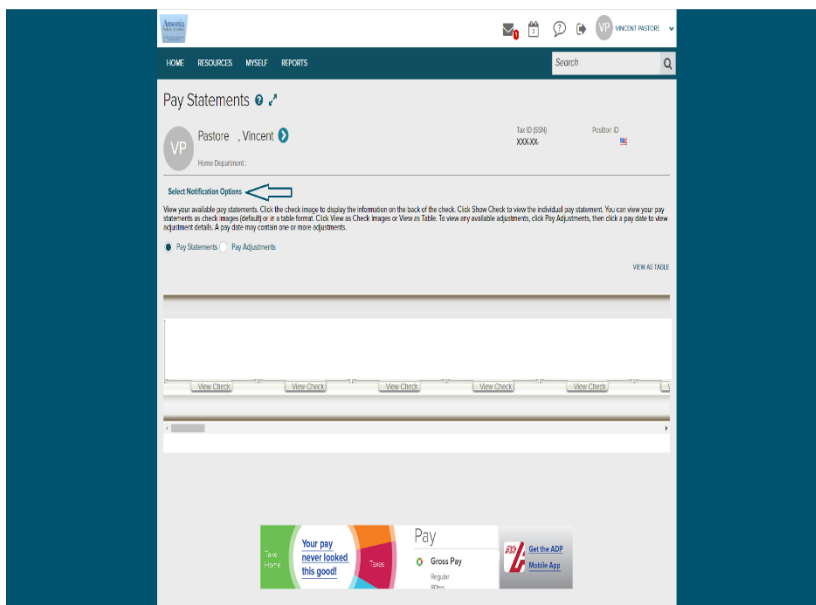
To receive an electronic copy of your pay stub via email you need to elect to do so in the ADP employee portal. To do this simply go to the employee portal and log in. You can get to the ADP portal from the Ansonia website under employee resources or by using this link:

<https://workforcenow.adp.com/public/index.htm>

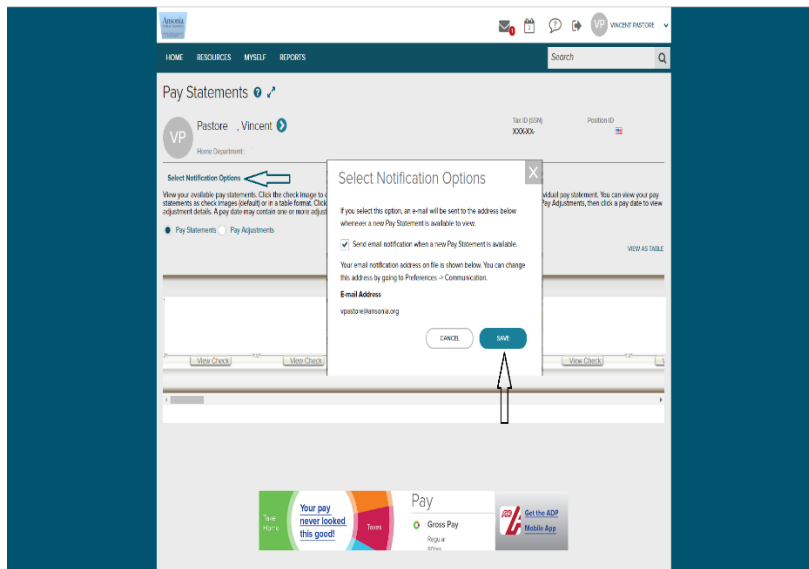
Once you've logged in the home page will be displayed. Click on "Myself" in the upper left of the home page and you will see the following:



Under pay click on the "Pay Statements", you will then get to the following screen:



Make sure the “Pay Statements” button is highlighted then click on the “Select Notification Options” link, the following box will appear on your screen:



Check the box that says “Send email notification when a new Pay Statement is available.” Check your email address to verify it is correct, if this is not the correct email address refer to the instructions called “How to change Email and personal info”. After checking the notification box make sure to click on the “SAVE” button. You will now receive an email notification when a new pay statement is available.