Accessing Pay Statements in ADP

This job aid will provide you information on how to access your pay statements in ADP. All pay statements for the payroll beginning January 28, 2021, will be accessed through ADP. All pay statements prior to January 28 will be accessible for all employees on the E-Stub website.

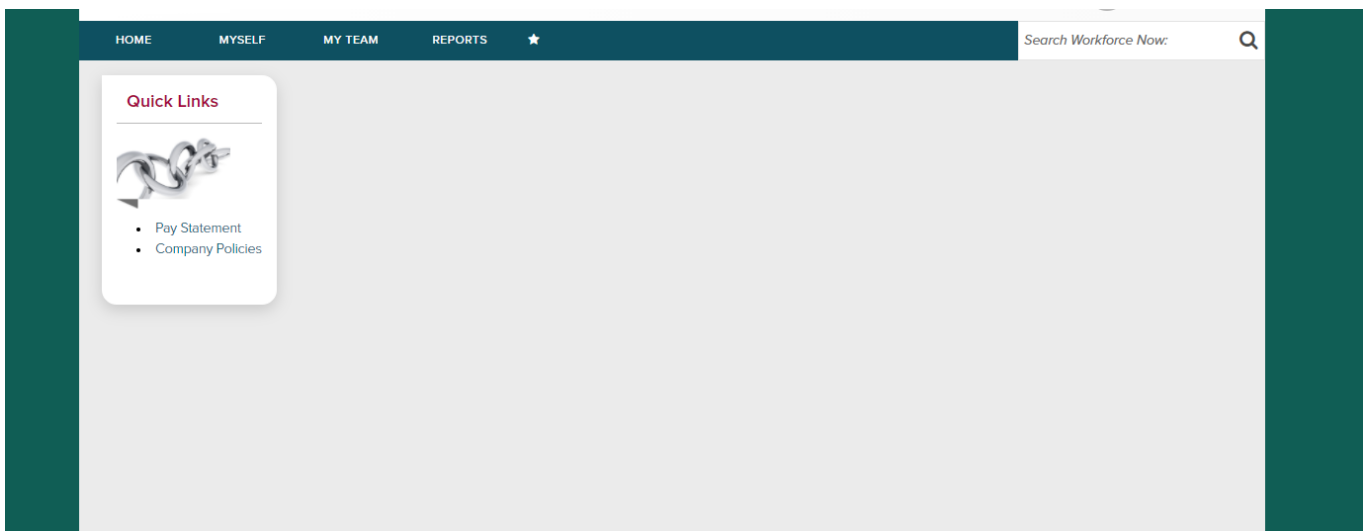There are three ways to access your pay statements in ADP:

- **Option A**: ADP Workforce Now icon on your FirstHealth desktop or through VMware
- **Option B**: ADP Mobile App
- **Option C**: ADP Website

Option A: View Pay Statements through ADP Workforce Now icon on FirstHealth desktop:
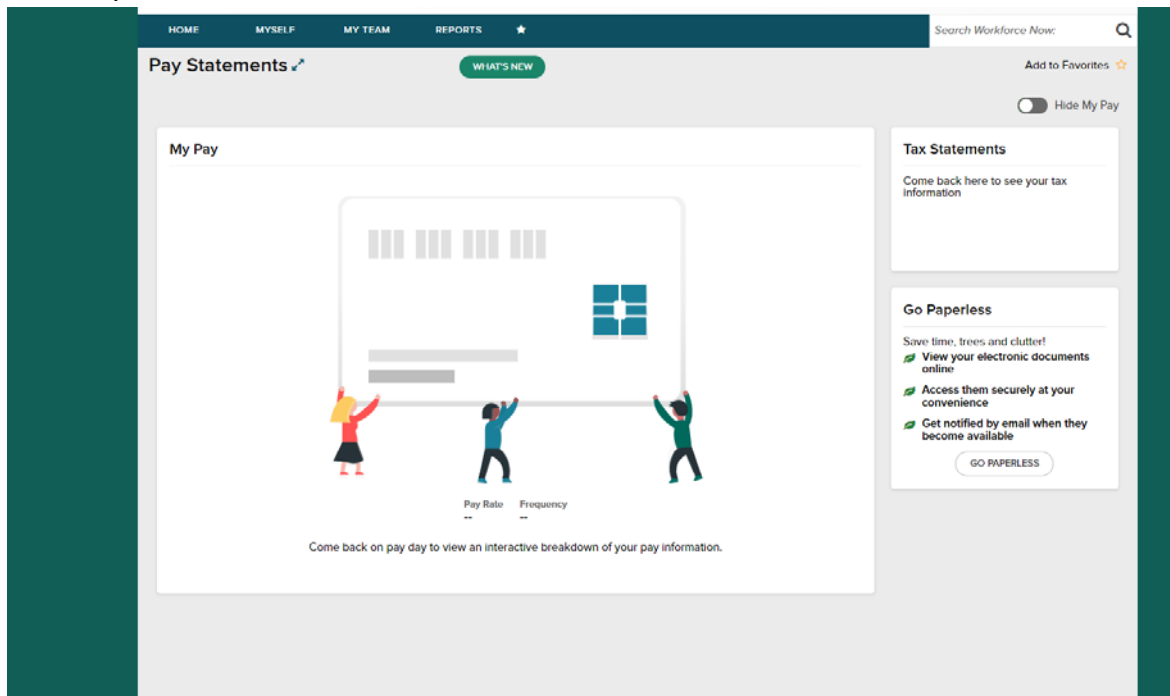
1. Click on the ADP Workforce Now icon on the FirstHealth desktop or through VMware.
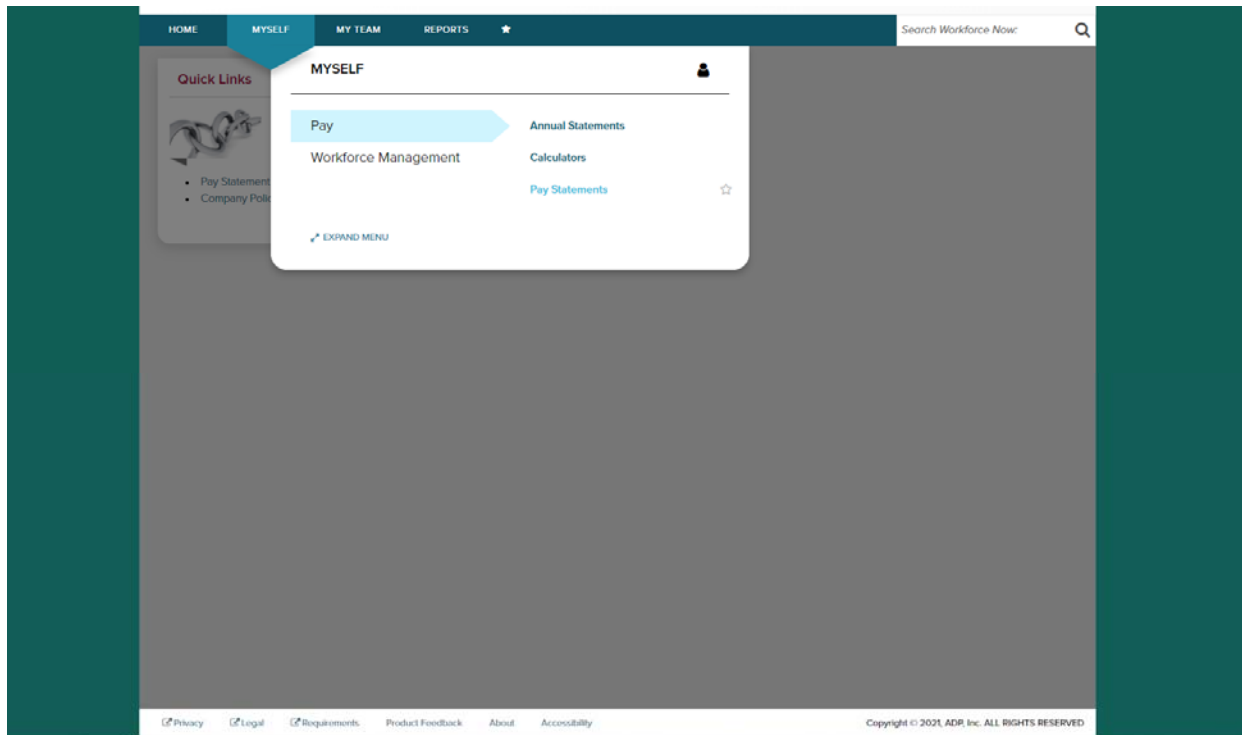

2. Select Pay Statements located under Quick Links:

3. View Pay Statements:

You can also view pay statements by selecting the Myself tab, then Pay and then Pay Statements:
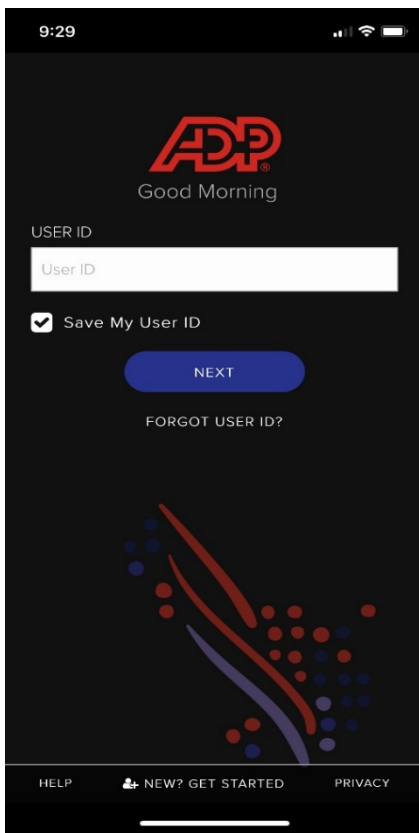
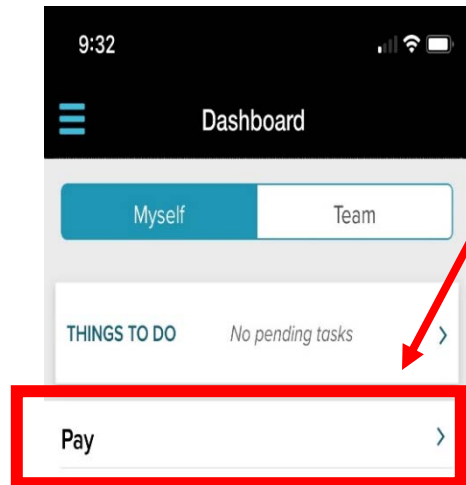**Option B: View Pay Statements through ADP Mobile App:**

1. Register to Allow Use of ADP Mobile App (**see Registration to Allow Use of ADP Mobile App or Device Not on FirstHealth Network job aid**)
2. Go to your smartphone's App store and search for ADP Mobile Solutions:

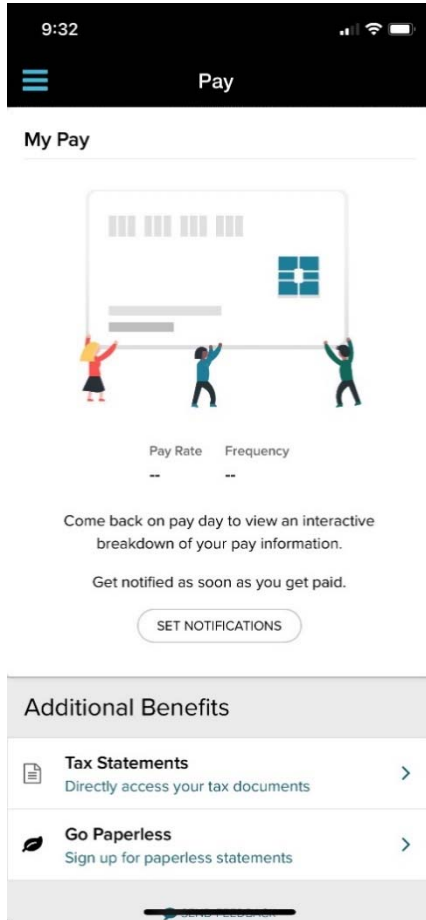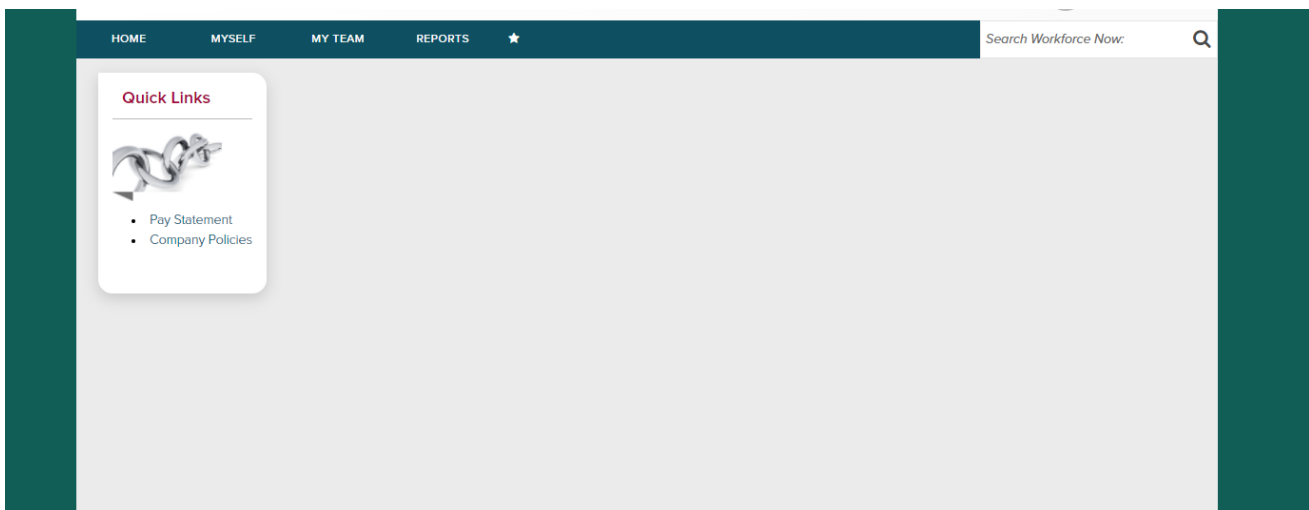3. Login using your registration credentials:

4. From the Dashboard, click on **Pay**
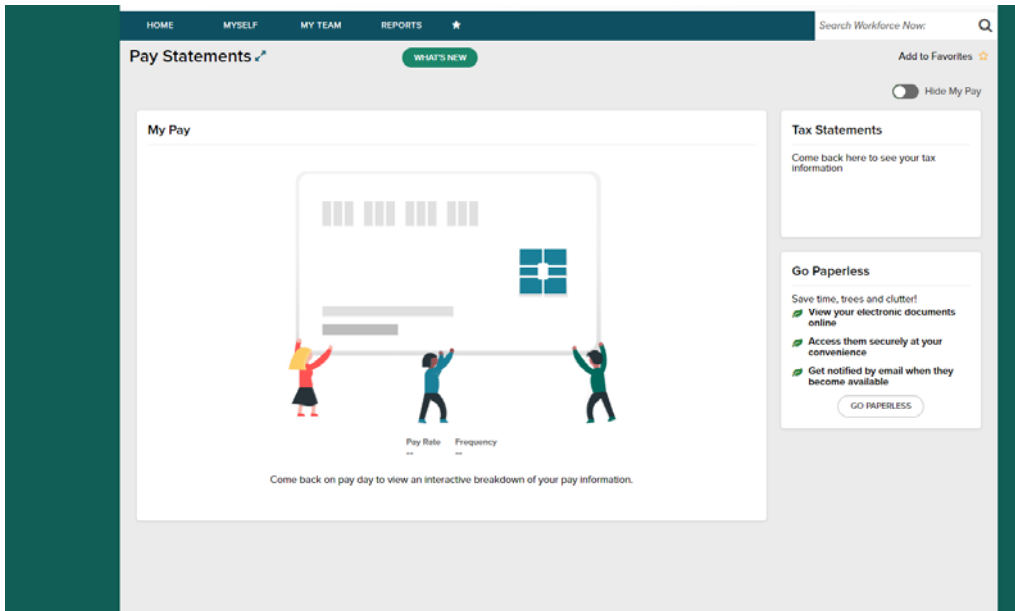
5. View Pay Statements:

Option C: View Pay Statements through ADP Website

1. Register to Allow Use of ADP Website (**see Registration to Allow Use of ADP Mobile App or Device Not on FirstHealth Network job aid**)
2. Go to: https://workforcenow.adp.com/ in your browser
3. Select Pay Statements located under Quick Links:

4. View Pay Statements:

You can also view pay statements by selecting the Myself tab, then Pay and then Pay Statements: