

ADP Links and Logins

- 1) **iPaystatements** - here you can view your pay statements and W-2's. Registration instructions are attached to this note.
 - a) Website: <https://paystatements.adp.com>
 - b) Login format is: **jsmith@tanenbaum-**
 - c) Password: You selected the password. If you forget your password, you can answer your security question and it will be sent to the email address you elected when you registered. Passwords are case sensitive.

- 2) **EmployeeAccess** – here you can update your personal information. You can also review your benefits and make changes to your Transit and Parking FSA contributions, or your 401(k) contributions. You will also use this website during open enrollment and to track your time-off.
 - a) Website: <https://home.eease.adp.com/login>
 - b) Login format is: **jsmith@tanenbaum-**
 - c) Password: Same as iPaystatements

- 3) **FlexDirect/ADP Benefit Services** – if you participate in the Transit Flexible Spending Account, you will need to purchase your tickets using the Online Commuter Benefits section of the FlexDirect website. Instructions and forms are attached to this note.
 - a) Website: <http://flexdirect.adp.com>
 - b) Login: You selected the login
 - c) Password: You selected the password

If you experience any problem logging in to these sites, please let me know. Please include the following information:

1. Which website were you trying to access?
2. What were you trying to accomplish?
3. If you forgot your password, did you follow the instructions on the website to have your password sent to you?
4. We need to know the exact message you received. A copy of the screen would be helpful.

Human Resources