

Employee Self Service (ESS) is HERE! Effective January 7, 2018

We're introducing Employee Self Service to all of our employees, giving you greater control and access to your personal information.

Once you've signed up for Self Service, you will be able to:

- View and updated your personal information, including emergency contacts and dependents.
- Change your direct deposit elections.
- Make changes to your Federal and State withholding elections, with the help of calculators, based on your situation
- View all of your pay statements and W2s.
- Update your security questions and answers to be able to reset your password or retrieve your User ID, when required.
- Activate email address to receive security notifications from your company and ADP.
- **Coming soon:** Access company news, announcements, policies and more.

Signing Up is Easy

- **If you're already using IPay**, visit online.adp.com/portal/login.html. Online help instructions are available on the website.
- **If you haven't registered for IPay**, contact the Payroll Department for instructions at payroll@carterlumber.com

