



## Get started now: Register at ADP

To access your payroll information, including pay statements, direct deposit, and W4 and W2 tax forms is easy through ADP. To get registered, follow the simple directions below to activate your account.

1. Go to <https://adpvantage.adp.com>
2. Click **Create account**
3. Click **I have a registration code**
4. Enter the registration code: **mysafelite-43235** and click **Continue**
5. Enter **First Name, Last Name, employee ID and Date of Birth** or the **last four digits of your Social Security Number** and your **Date of Birth**. Click **Continue**
6. Enter **Email address** and **phone number**.
7. Select where to have the verification code sent – text or email
8. Enter **Verification Code** and click **Continue**
9. Create a **Userid** and **Password**, click **Agree** and **Create your account**
10. Once Registration is complete, click on **People System** to login to your account

English (US) ▼

Welcome to ADP Vantage HCM®

User ID

Remember User ID ⓘ

Next

Forgot your user ID?

New user? [Create account](#)

**To Change add/update your Direct Deposit information**, in ADPvantage, go to **Myself > Money > Direct Deposit**.

**To view your W-2**, in ADPvantage, go to **Myself > Money > Annual Statement**.

**To view your Pay Statement**, in ADPvantage, go to **Myself > Money > Pay Statements**.

**To Change your W4 tax form**, in ADPvantage, go to **Myself > Money > Tax Withholding**