

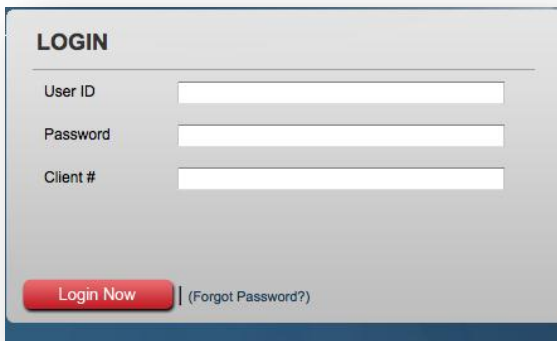
ADP Pay Statement Viewing for Mac OS X Users

Please follow the below instructions:

1. Visit the below URL to log-in to ADP to access your online Pay Statement:
<https://totalaccess.adp.ca>

Please note: To view the Pay Statement you must use Firefox (Version 19.0 or higher) as your web browser. To check version or to download the update please see Appendix 1.

2. Please enter your User ID and Password created when you first created your ADP TotalAccess account.



LOGIN

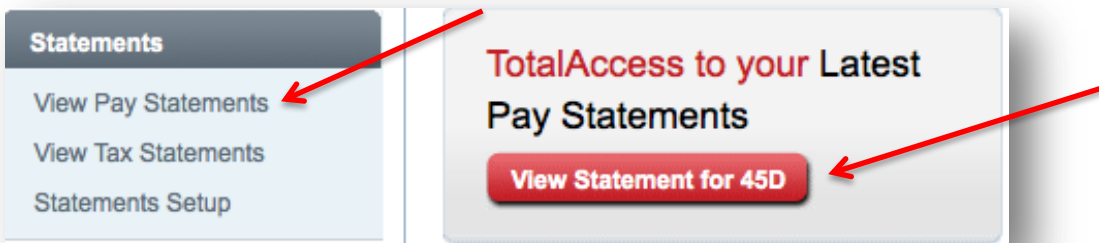
User ID

Password

Client #

[Login Now](#) | [\(Forgot Password?\)](#)


3. Please click on the “View Pay Statements” from the menu on the left hand side.



Please Note: If you click on the red “View Statement for 45D”, you will receive a message, (as seen below), that you need to install Adobe Reader. Please disregard this message.

TotalAccess to your Latest Pay Statements

View Statement for 45D

 You need to install Adobe Reader version 6.0.1 or greater to view statements. [Click here](#) to download Adobe Reader.

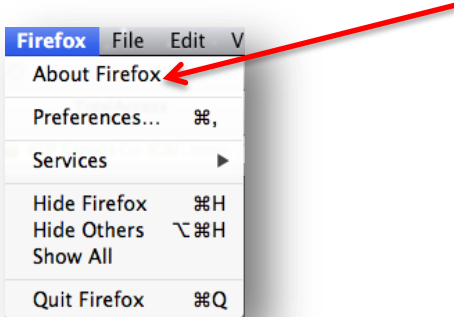
4. After clicking the “View Pay Statements” link you will be presented a page that lists your pay statements. Click on the highlighted date that you would like to view.

<input type="checkbox"/>	Pay Date (mm/dd/yyyy)
<input type="checkbox"/>	02/27/2013

Your Pay Statement will then open in a new browser window.

Appendix 1

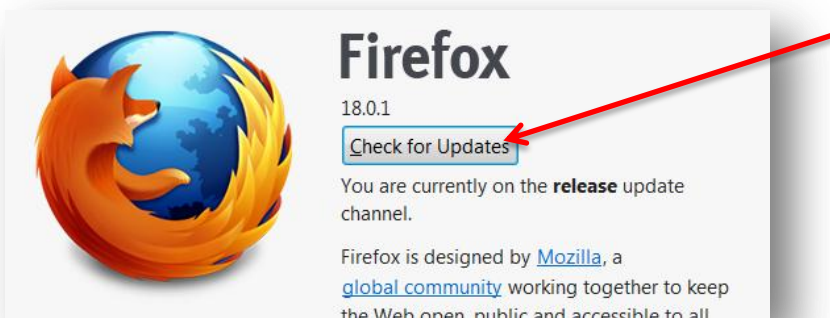
To check which version of Firefox you are using, click on “Firefox” located on the top left hand corner of the screen. Once the window drops down, click on “About Firefox”.



A new window will open and the version will be displayed.



If there is an update, click on “Check for Updates” button.



Once the update has downloaded, it will ask to restart Firefox. Please click on “Restart to Update” button. Wait for the update to install and the browser will launch Firefox when completed.

