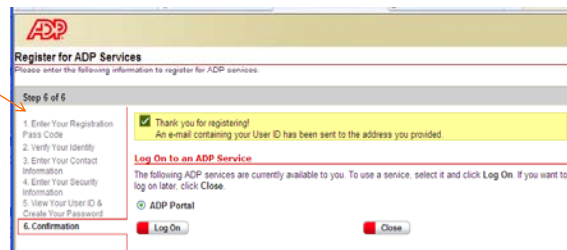




ADP PORTAL

- What you will need
 - Recent paystub or recent W2
 - Web site: <https://portal.adp.com>
 - Click “**First Time Users Register Here**”
 - “Register Now”
 - Pass code: AZAUNITED-85034
 - Follow the Six Steps



ADP PORTAL

- Once confirmation is complete, go to:
 - <https://portal.adp.com/public/index.htm>

- Click Here



- User name is:
(First Initial)(Last Name)@azaunited
- Password was created during registration

ADP PORTAL – WHAT CAN YOU DO?

- Go Paperless
- View previous W2s
- View previous pay statements
- Financial Tools
 - 401K calculator
 - Tax change calculator
 - E-mail notification of statement availability
- Access “employee only” information and opportunities