

# MyInfo! Paperless Pay Statements

**Step 1.** Visit the **ADP Self Service Portal** at <https://portal.adp.com/> and **Sign In**

You will be able to sign in if you had previously registered on MyInfo! Registration instructions are available [HERE](#). Please note your **User ID** is typically your **first initial and last name followed by @JHHA** example - **ALastName@JHHA**

**Step 2.** Hover over the **Pay & Taxes** tab and select **Payments Statements** option

**Step 3.** On the left hand side towards the top of the page select **Go Paperless** option

**Step 4.** Check off the box next to **Access my pay statements online only**

**Step 5.** Select **Next** and **Accept** the terms and conditions

**Step 6.** Verify that you can view your statements online

**Congratulations on signing up for  
Paperless Pay Statements and thank you for joining  
The New Jewish Home in our efforts to be an  
environmentally conscious organization!**