



ADP Online Payroll Services

Step 1 Email Christine Petrella (cpetrella@solarerectors.com) your name, email address and phone number so she can add you to the list of employees to be able to access online services.

Ex. **Mike Wall**

mwall@gmail.com

905-981-1000

Step 2 Each employee will receive an email from ADP Payroll, and you will then need to register yourself with a username and password to be able to view your pay statements and tax statements on-line and/or through an app on your phone.

Reminder: This is the second notice that Solar Erectors Ltd. will be switching to electronic ADP Payroll Statements this coming September.