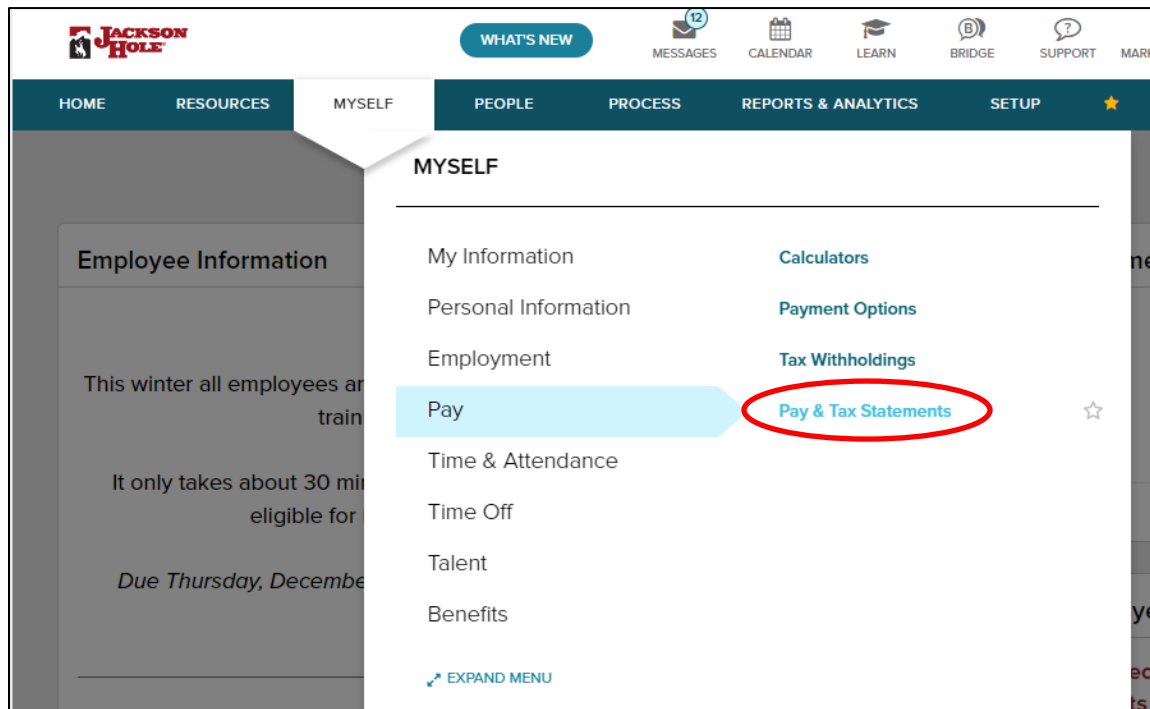# How to View your Pay Statements – Web Version

1. Please visit workforcenow.adp.com and sign in using your login and password. If you have not registered your ADP account, follow the directions here.
2. Go to the "Myself" tab and find the "Pay" option from the drop-down box. Select "Pay & Tax Statements" on the right side.

3. On the left-hand side of the page are the Pay Statements. Use the drop-down to select the year you need (The most recent year statements appear first). Click on the date of the paycheck you'd like to view and it should open up in the center of the page.
4. In the center section you should have the option to view "Current" which will give you the breakdown of your most recent paycheck or the paycheck that you selected in step #3. Click "View Statement".
5. A pop-up will open prompting you to validate your information before you can view the document.
6. Once verified, your document will pop up in that same window. You can either print or download your document directly from this page.

Additional Options:

- If you'd like to pull up a calendar year-to-date total, you can select "YTD" in the center section.
- If you want to compare two different checks, you can select "Compare" in the center section and select the two checks you want to look between.
- If you want to download multiple checks at once you can use the check boxes on the left-hand side.

If your pay statement is not available on ADP or if you have any questions, please reach out to hr@jacksonhole.com or call 307-739-2728. *Do not send sensitive information such as social security numbers or bank information via email as it is not secure.*