How to View your Pay Statements – Mobile Version

1. Open your ADP Mobile Solutions app and sign in using your login and password. If you haven't downloaded the app, you can find it [here](#) for Android or Apple. If you have not registered your ADP account, follow the directions [here](#).
2. On the main dashboard you can click on the "Pay" section OR you can click the top left corner and click "Myself" then "Pay".
3. On the Pay page it will automatically bring up your most recent pay check. You can click "View Details" for a more in depth view of your wages and deductions.
   a. If you are looking for a different paycheck, at the bottom of the "Statements & Activity" section you can select "View All Statements" to locate the check in question.
4. Click "View Statement".
5. Once your pay statement loads you can select the dots on the top right corner of the screen to print the document, share the PDF, or view through a different program (depending on your device).

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.*