

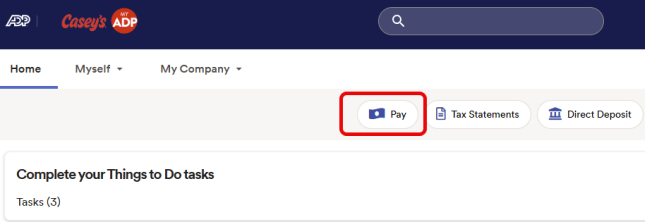
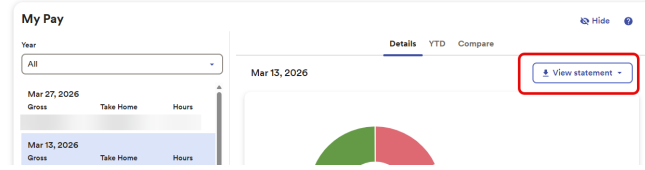
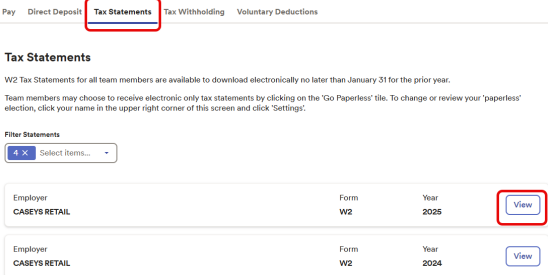


View, Print and Save Your Pay & W-2 Statements

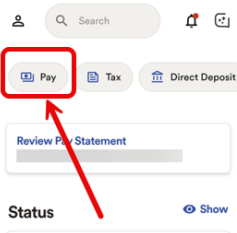
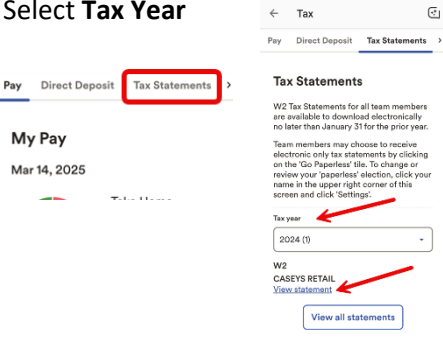
Casey's team members have access to their pay statements and W-2 forms 24/7.

Log into your MyADP online account (Don't have access? See instructions below to register.)

- From any computer, go to **myadp.com**; enter your User ID and password

View Pay Statements	View W-2 Tax Statements
<ul style="list-style-type: none"> Click on Pay  <ul style="list-style-type: none"> Select the Pay Statement Click View Statement Pay  <ul style="list-style-type: none"> Click Download 	<ul style="list-style-type: none"> Click on Pay> Click Tax Statements Click View > complete Security Checkpoint verification Click Download 

Log into your ADP Mobile App (Don't have the app? See the instructions below to download.)

View Pay Statements	View W-2 Tax Statements
<ul style="list-style-type: none"> Click on Pay  <ul style="list-style-type: none"> Click the Pay Statement Click View Statement 	<ul style="list-style-type: none"> Click on Tax Statements Select Tax Year  <ul style="list-style-type: none"> Click View Statement

Choose to Go Paperless

- From your **MyADP Dashboard**, click on **Pay**
- Locate the **Go Paperless** tile
- Follow the instructions to get your Pay Statements and W-2 Tax Statements electronically only

Register for your MyADP account (if not done during Onboarding)

- You will need your employee id # from your manager
- Go to **myadp.com** on any computer
- At the login screen click the **Get Started** button

- Click on **I Have a Registration Code**

- Enter the Casey's **Registration code** (mycaseys-Vt7Q6N)
- Click **Next**

- Enter your:
 - First Name
 - Last Name
 - Employee ID
 - Birthday
- Click **Continue**

- Enter your **Primary** and **Backup** Contact Information
- Click **Continue**

- Create a **UserID**
- **Note:** If you are a rehire with Casey's and your prior employment was after 9/1/2016, use the same UserID from your previous employment. If you used iPay or ADP with a prior employer, create a new User ID unique to Casey's.
- Enter a **Password** in the next two fields
- **Check the box** to Accept Terms and Conditions
- Click **Create Your account**

- A confirmation will be sent to the email Casey's has on file. Follow the instructions to activate your account within 24 hours of receiving the email.

The screenshots illustrate the registration process:

- Step 1:** "Create your account" screen. The user selects "I HAVE A REGISTRATION CODE".
- Step 2:** "Enter registration code" screen. The code "mycaseys-Vt7Q6N" is entered.
- Step 3:** "Let's get started" screen. Fields for "First Name", "Last Name", "Employee ID", and "Birth date" are filled out.
- Step 4:** "Help us protect your account" screen. Fields for "Primary Contact Information" (Email, Work Phone) and "Backup Contact Information" (Email, Work/Mobile Phone) are provided.
- Step 5:** "One more step" screen. Fields for "User ID", "Password", and "Confirm password" are entered. The "Accept Terms and Conditions" checkbox is checked.

Forgot Your User ID or Password?

- If you forgot your login information, click on “**Need Help Signing in?**” link on the login page
- Enter the Email associated with your Casey’s account (your manager can see your email under My Team > Personal Info)
- Click **Next**
- Upon successful verification of the information entered, your User ID will display
- Click **Forgot Password** and choose an verification option
- Click **Next**
- Upon successful verification of your security questions and activation code, you will be prompted to enter and confirm your new password. Password must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.
- Click **Next**> Click **Done**

Download the ADP Mobile App

- Search for “ADP Mobile” where new apps can be downloaded on your smart phone. (i.e. Play Store on Androids, or App Store on iPhones.)
- Tap Install
- Once the app has downloaded, tap Open
- Log into the ADP Mobile app
 - Enter the User ID created at registration that you use to log into your full MyADP online account → Tap **Next**
 - Enter your password → Tap **Login**
 - The first time accessing the app, **Accept** the Terms and Conditions to continue accessing the app
 - You have the option to choose **Save My User ID** so only the password is required for future logins

What else can you do from your MyADP Dashboard or Mobile App?

- View Company News to access the latest company news and announcements (Company tab> News)
- Access the Employee Handbook (MyADP Dashboard only - for questions on company policies)
- Access the Casey’s Benefits Center (MyADP Dashboard only – Casey’s Quicklinks)
- Change your address, email, phone #, or emergency contact (Dashboard> Your Profile> Personal Info)
- View your work information like hire date, employee ID, and job title (Dashboard> Profile> Work Info)
- View or change your Tax Withholdings (Pay> Tax withholding)
- Change your Direct Deposit elections (Pay> Direct Deposit)
- Opt into Paperless Pay and W-2 Statements (Pay> Go Paperless)

DISCLAIMER: This Guide is considered a living document and updates will be sent out as needed. Users are to rely on the most current information received when using Vantage. For internal use only by Casey’s General Stores. 3/26

The image contains three screenshots of the ADP mobile app interface. The first screenshot is the 'Sign in to ADP' screen, showing a 'User ID' input field and a 'Remember user ID' checkbox. A red arrow points to the 'Need help signing in?' link. The second screenshot is the 'Forgot User ID' screen, showing options for 'Mobile Phone Number' and 'Email Address'. The 'Email Address' option is selected and highlighted with a red box, and a red arrow points to the 'Next' button. The third screenshot is the 'Forgot Password' screen, showing options for 'User ID*' and 'Mobile Phone Number'. The 'User ID*' field contains 'Your User ID' and is highlighted with a red box, and the 'Email Address' field contains 'Your Email Address' and is also highlighted with a red box. A red arrow points to the 'Next' button.

