

ADP Self Service

ADP ACCESS

Through ADP, our payroll provider, we offer access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

You will be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password is case sensitive must contain between 8 to 20 characters and at least one alpha and either one numeric character or special character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

(Go to <https://adpvantage.adp.com> click 'First Time User? **Register Here.**)

When registering, refer to the Self Service Registration Quick Reference Card for more information.

Your Registration Pass Code:SageDining-Sage (required for registration).

Please note, if you select Employee ID (clock #) as your identifier, please zero fill left to make a 6 digit number. (I.E. ID # = 12345, enter as 012345.)

Upon completing the registration process, you may access your pay statements and W-2 forms at <https://adpvantage.adp.com>.

Additional Information:

[Registration Quick Reference Guide](#)

[How to View Pay Statements](#)