

Default to Green

Thank you for being a part of Default to Green for paperless statements. Below are the instructions to access your paystubs online.

It only takes few minutes to sign up and will allow you access to all of your paystubs as well as your W-2's from any computer with internet, at any time.

- 1) Go to <https://paystatements.adp.com>
- 2) Click on "Register Now"
- 3) Enter the Self Service Registration Pass Code which is NU-Niagara (case-sensitive). Click on Next.
- 4) ADP then will ask for some personal information to verify your identity such as First Name, Last name and SSN.
- 5) Enter your SSN to be taken through the registration process. Click Next.
- 6) You will be assigned a system generated User ID which is located at the top before creating your password example: BSmith@NU (case-sensitive)
- 7) You will then be prompted to select a password. Your password must contain between 8 to 20 characters and at least one alpha (upper or lower case) and one numeric character.
- 8) Then create security questions and answers which will be used to verify your identity if you forget your user ID and/or password.
- 9) Next, enter your current contact information to receive communication from NU and/or ADP.

****Note**** You can choose to receive an email notification when there is a new statement available by selecting your preferred e-mail under 'use for notifications'. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.

- 10) ADP will send you an activation code via e-mail provided. Follow the instructions in your registration confirmation email to activate your communication channels at your earliest convenience. Click Next.
- 11) Review the information on the final and last step. Click Done to confirm and continue. To make changes, use the left navigation options or click Previous.

Upon completing the registration process, you may access your pay statements as often as you'd like at <https://paystatements.adp.com>.

For further assistance, please contact Business Affairs at ext. 8343.