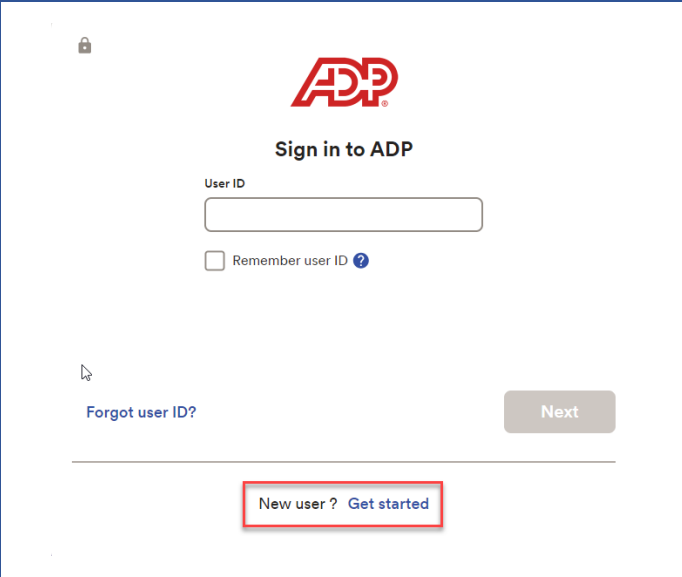
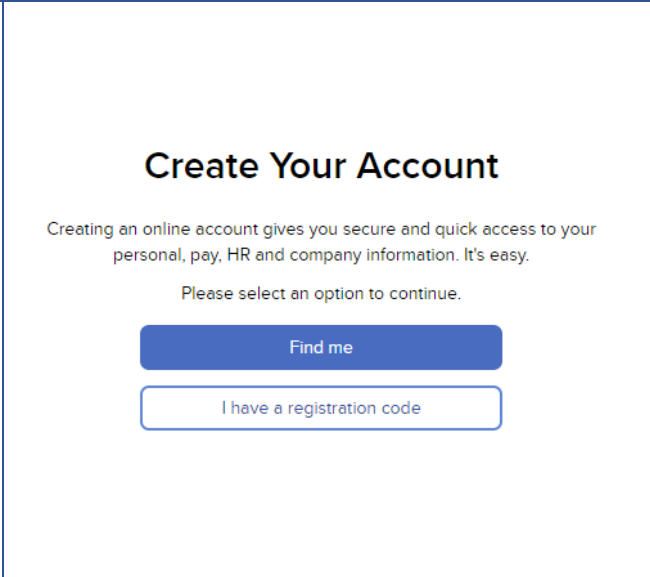
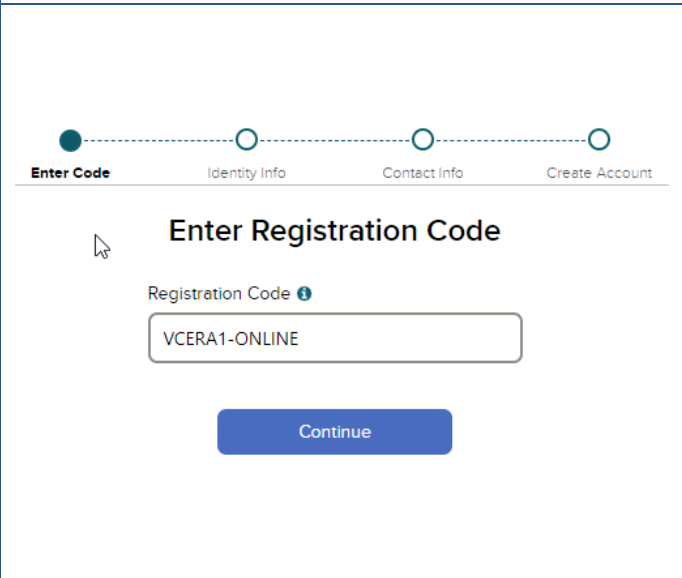
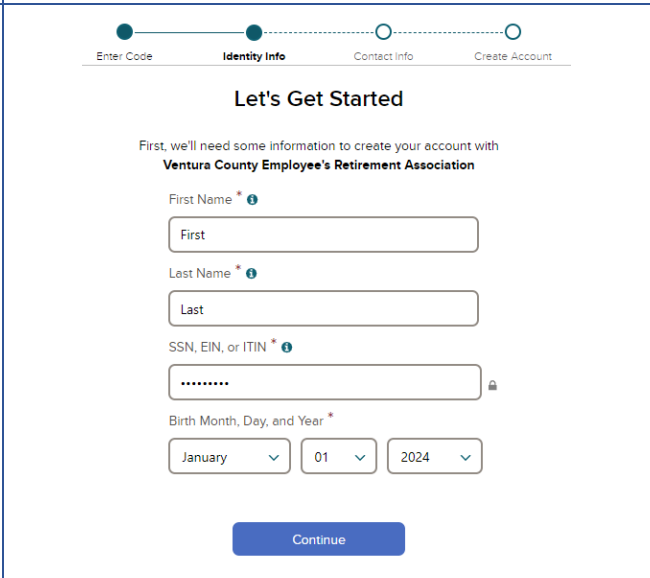




REGISTRATION – PAGE 1 OF 2

To use the ADP web portal, you must self-register. The ADP web portal allows you to view and print your monthly VCERA pay statements issued through ADP.

Step 1	Step 2
<p>Navigate to https://my.adp.com and click on “Get Started,” or download the free ADP Mobile app.</p>	<p>Click on “I have a registration code.”</p>
	
Step 3	Step 4
<p>Enter registration code VCERA1-ONLINE and click on “Continue.”</p>	<p>Enter your First Name, Last Name, Social Security Number and Date of Birth and click on “Continue.”</p>
	

For assistance, call VCERA at (805) 677-8700 or e-mail memberportal@vcera.org



REGISTRATION – PAGE 2 OF 2

Step 5 **Step 6**

Click on “Verify me using my mobile number.”
Enter your **Mobile Phone Number** and click on “Verify mobile number.”

Select an option to verify your identity.

+ Verify me using my mobile number >
(🇺🇸 US only)

Enter Your Mobile Number

We will send you a code after verifying the mobile number belongs to you. Message and data rates may apply.

Personal mobile number * ?

US -1 (805) 000-0000

Verify mobile number

Enter the **Verification Code** sent via text message to your mobile phone, then enter your **E-mail Address** and click on “Continue.”

We sent a code by text message to
This code is valid for 15 minutes.

Verification Code

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Work Payroll.VCERA@ventura.org

Phone*

Personal, Mobile US -

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.* [?](#)

Yes No

Add backup contact information

Continue

Step 7

ADP will generate a unique User ID for you.
Create a password, read and accept the Terms and Conditions and click on “Create your account.”

Let's set up the login information for your account with **Ventura County Employee's Retirement Association**

Your UserId: NAME@VCERA1

Create Password *

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

✔ Create your account

Step 8

You can now sign into <https://my.adp.com>.
Activate your email address within 24 hours by responding to the email message from ADP.

Account Created! Please Sign In.

User ID: NAME@VCERA1

You can now sign into **MyADP** to access and manage your account.

Sign in now

Activate your email address within 24 hours by responding to the message sent to you:

✉ Payroll.VCERA@ventura.org



ADP Quick-Reference Guide – Home Page

My Pay

Use the dropdown below to view your current and past statements.

Year
2023 (12)

<input type="checkbox"/>	Dec 29, 2023 Take Home \$639.86	Gross \$639.86
<input type="checkbox"/>	Nov 30, 2023 Take Home \$639.86	Gross \$639.86
<input type="checkbox"/>	Oct 31, 2023 Take Home \$639.86	Gross \$639.86
<input type="checkbox"/>	Sep 29, 2023 Take Home \$339.86	Gross \$639.86
<input type="checkbox"/>	Aug 31, 2023 Take Home \$339.86	Gross \$639.86
<input type="checkbox"/>	Jul 31, 2023 Take Home \$339.86	Gross \$639.86
<input type="checkbox"/>	Jun 30, 2023 Take Home \$489.86	Gross \$639.86
<input type="checkbox"/>	May 31, 2023 Take Home \$489.86	Gross \$639.86
<input type="checkbox"/>	Apr 28, 2023 Take Home \$489.86	Gross \$639.86
<input type="checkbox"/>	Mar 31, 2023 Take Home \$479.44	Gross \$629.44

Details YTD Compare

Dec 29, 2023

[View statement](#)

Percentages may be inaccurate due to uncommon deductions



Take Home
\$639.86

Expand All

Gross	\$639.86
Annuity SEIU	\$201.10
COLA SEIU	\$20.64
Fixed Suppl	\$108.44
Pension SEIU	\$309.68

Deductions	\$639.86
CA - State Tax	\$0.00
Federal Tax	\$0.00
Checking1	\$639.86

Take Home	\$639.86
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Go Paperless

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

Tax Statements

Come back here to see your tax information

Home Page

My Pay: Displays a summary of your recent pay statements for the current year.

Year: Use the dropdown to view past statements. Statements are available from April 2016 forward.

View Statement: Click on this to view, download and print your monthly pay statements.

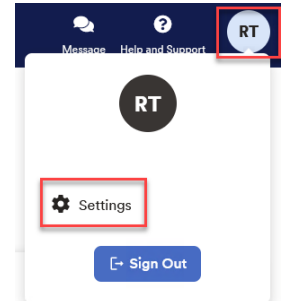
Go Paperless: Opt to receive email notifications when electronic pay statements become available. You must contact VCERA directly if you wish to receive paper statements.

Tax Statements: Log in to the VCERA Member Portal at <https://members.vcera.org> to view and print copies of your 1099-R tax documents.



ADP Quick-Reference Guide – Account Settings

Settings



Go Paperless

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

[Go paperless](#)

Contact Preferences



Edit your email and mobile phone number to receive important communications

✉ Payroll.VCERA@ventura.org

[Edit](#)

Security

[Password](#)

[User ID](#)

[Security Questions](#)

Account Settings

User Initials: Click on your initials on the top-right corner of the screen to access and update account settings.

Go Paperless: Opt to receive email notifications when electronic pay statements become available. You must contact VCERA directly if you wish to receive paper statements.

Contact Preferences: Edit your email address and phone number to receive communications from ADP.

Security:

Password: You can update your password.

User ID: You can change the User ID that was automatically assigned to you during registration.

Security Questions: You can create and update your security questions and answers.

For assistance, call VCERA at (805) 677-8700 or e-mail memberportal@vcera.org