View, Print and Save Your Pay Stubs & W-2 Statement
Available 24 Hour Per Day/7 Days a Week at *my.adp.com*

CASEY'S
(ad)Vantage

Casey's partners with ADP to offer its employees **FREE** access to pay stubs and W-2 forms through an Employee Dashboard 24 hours per day, 7 days a week from the convenience of a computer. This service not only eliminates the cost of printing and mailing pay stubs and W-2 forms but it will also give employees access to pay stubs and W-2 information faster and on a year round basis. Once registered, the pay stub and W-2 statement is available online.

How to Register & Log In to your Employee Dashboard
1. You can obtain the Registration Guide for step-by-step instructions from your Manager or by accessing www.mycaseys.com. If utilizing mycaseys.com, obtain the class code login from the Employee Handbook or your Manager first. Enter the code on the left side of the screen and then click through this path in the header bar: My Resources > Casey's (ad)Vantage. Then click the link for the "Registration Guide" on the left side of the screen.
2. Upon completing the registration process, you may access your Employee Dashboard at any time. For future log-in's go to the my.adp.com website. (It is suggested that you save this website in your "favorites.")
3. Enter your User ID and password. (See below if you have forgotten your User ID or password.)
4. Click "Log In."

Optional: How to Access the ADP Mobile app:
1. Search for "ADP Mobile" where apps can be downloaded on your smartphone.
2. Tap "Install" and then tap "Open."
3. Log in with the same User ID and password used on the full Employee Dashboard.

Locating your W-2 & Pay Statements on the Employee Dashboard
1. Click on the "Pay" icon along the left side navigation bar.
2. For W-2 Statements, locate the "Tax Statement" tile and select the year you wish to view the W-2 from the drop down menu. Click "Download Statement" under the desired year to view that W-2.
3. For pay statements, click either "View All Pay Statements" or "Download Pay Statement" on the "Pay" tile.
Optional: On the Mobile app, tap the menu icon, tap "Myself," and tap either "Pay" or "Tax."

Opt-In to "Go Paperless," if desired
1. Click the "Pay" icon along the left side navigation bar.
2. Locate the "Go Paperless" tile. From here you can elect to go "paperless" and receive your Annual Tax Statements (W-2s) only electronically.
3. Click the circle next to any options you wish to turn "On" which means you will receive them electronically only.
Note: To later make changes, click your name in the upper corner and click "Settings" to locate the "Go Paperless" tile.
Optional: On the Mobile app, at the bottom of the "Pay" or "Tax" page, tap the option for "Go Paperless."

How to Reset Your Password:
1. ONLINE OPTION: Visit my.adp.com and click on "Forgot your ID/Password?" *Optional*: If utilizing the Mobile app, use the "Forgot User ID" or "Forgot Password" links on the main login pages.
   - Enter your first and last name and then *only* your email address; do *not* enter a phone number. Click "Next."
   - Select "Casey's General Stores" as your organization; do *not* select the option that only says "Casey's" as this is for the old iPay system.
   - You will have 15 minutes to access your email and reset your password.
2. If you have already tried the online option without success, you may leave a message on the W-2 voicemail 515-965-6127 or email CaseysW2@caseys.com to have your password reset. With either option, please provide your full name and spelling, current email address (spelled out), and phone number with area code where you can be reached. A return phone call will **only** be made if inaccurate information is provided.

Please allow 24-48 hours for all password reset requests. We appreciate the opportunity to provide you with this exciting way of viewing your employment information and we hope you will enjoy the convenience of this online pay statements and W-2 service.

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