



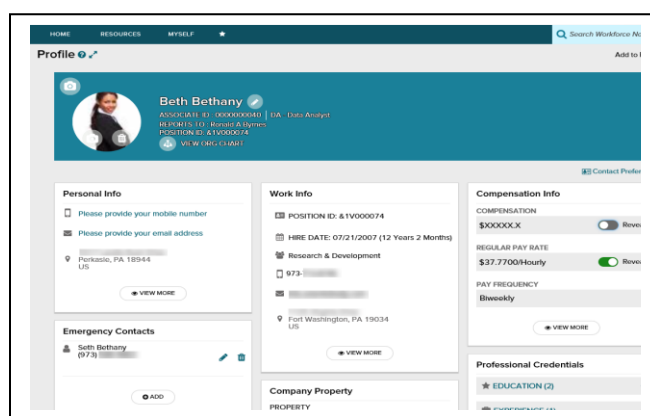
Accessing Your Information from Your ADP Self-Service Portal

Did you know that you have access to a self-service portal through our Human Capital Management solution, ADP Workforce Now®? This means that you have secure and convenient access to company communications and your personal, pay, and HR information.

Your Information, Your Portal

Access all of your personal, pay, and HR information without having to reach out to HR! With your self-service portal you can:

- View your pay statements or annual tax forms (W-2)
- Manage your personal information and pay preferences

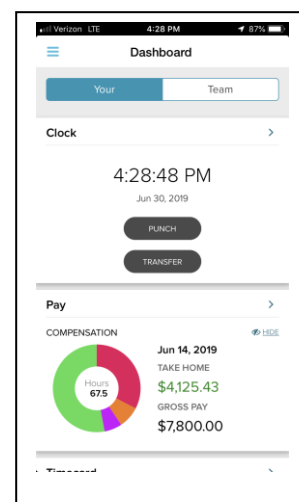


Stay Connected with the ADP Mobile App

Your self-service portal is not limited to desktop or laptop computers! You can also connect from anywhere using the ADP Mobile App – one of the most widely used business apps. With ADP Mobile, you can:

- View your latest pay statement and deduction details
- Review Benefits elections, complete open enrollment, and more!

Download the ADP Mobile App and register today!



To register, you will need the following information:

1. Our company web site URL: www.adpworkforcenow.com
2. An Organizational Registration Code: *<Given to you by the office administrative team>* (Or) A Personal Registration Code that you receive in an email from SecurityServices_NoReply@adp.com

If you forget your login information in the future, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

We are very excited about the value that our new company website will provide you.