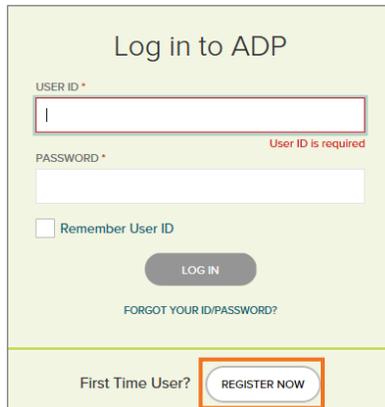


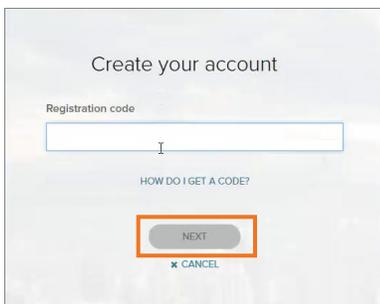
Employee Registration for MyADP

This information outlines the process for employee registration on MyADP.com to view employee Wage Garnishment details. It describes initial registration steps as well as managing settings and preferences. It also covers the policies and options for reactivating suspended accounts and deleting user accounts.

1. Go to myadp.com and click **Register Now**.



2. **Create your account** dialog box displays. Enter the registration code you receive via email or similar communication from your Administrator. Use the format "CompanyID-companyspecificcode" (for example, CompanyID-200Alabama1943). Click **Next**.



3. Enter your **First name**, **Last name**, and **Social Security Number (SSN)**. Click **Continue**.



4. A message will display to indicate if you were found based on the information you provided. You'll be presented with one or both options for verifying your identity.

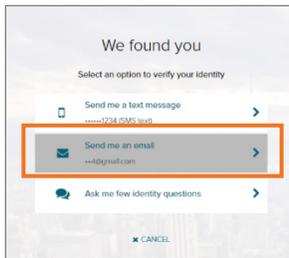
- **Send me a text message or email.**
- **Ask me a few identity questions.**

If your email address or mobile phone number is **unique** within your organization, and you have access to it.

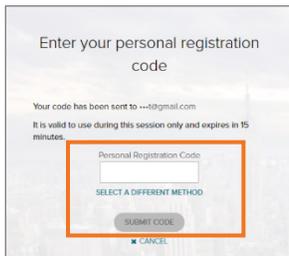
If your email address or mobile phone number is **not unique** within your organization's records, or you do not recognize or have access to them.

Send me a Text Message or Email Option

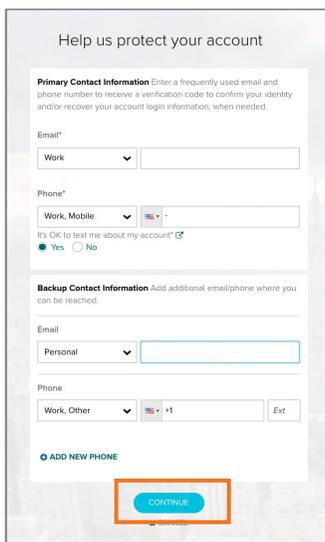
1. Click to choose **Send me a text message** or **Send me an email**. For this example, we've selected an email. Click **Send Code**. (Not displayed)



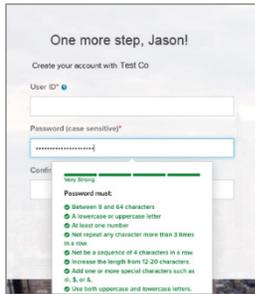
2. One you receive the code, enter the **Personal Registration Code** within the allocated 15 minutes. Click **Submit Code**.



3. Complete the **Primary Contact Information**. Add your frequently used contact email address(s) and mobile number(s) to receive account notifications. Click **Continue**.



4. Create your user ID and password for your account. Password guidelines will display. Click **Create Your Account**.



One more step, Jason!

Create your account with TestCo

User ID:

Password (case sensitive):

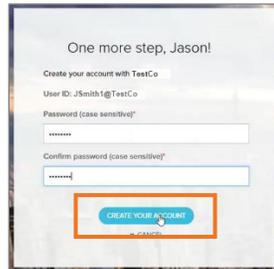
Confirm password (case sensitive):

Confirm

Very Strong

Password must:

- Be between 8 and 64 characters
- At least one number
- At least one uppercase letter
- Not repeat any character more than 3 times in a row
- Not be a sequence of 4 characters in a row
- Increase the length from 12-20 characters
- Add one or more special characters such as !, @, &
- Use both uppercase and lowercase letters.



One more step, Jason!

Create your account with TestCo

User ID: JSmith@TestCo

Password (case sensitive):

Confirm password (case sensitive):

CREATE YOUR ACCOUNT

5. If you are prompted, select your security questions and enter your answers and click **Continue**.

NOTE: Users providing a unique email and a unique phone number will not be required to set up security questions and answers. If you do not need to set these up, you'll skip to step 6.



Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

What was the first and last name of your first

Enter answer here

Question 2*

What was your childhood nickname that most

Enter answer here

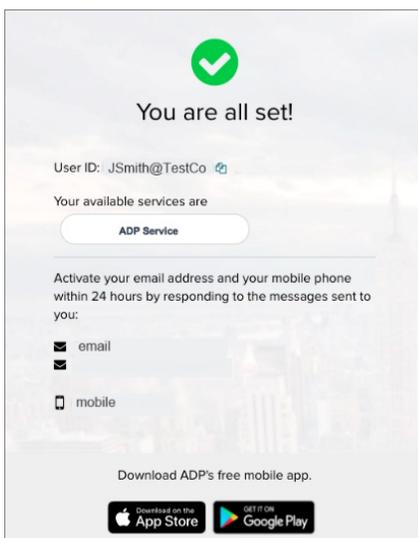
Question 3*

In what city was your mother born? (Enter full name

Enter answer here

CONTINUE

6. A confirmation displays. Your registration is complete! Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.



You are all set!

User ID: JSmith@TestCo

Your available services are

ADP Service

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

email

mobile

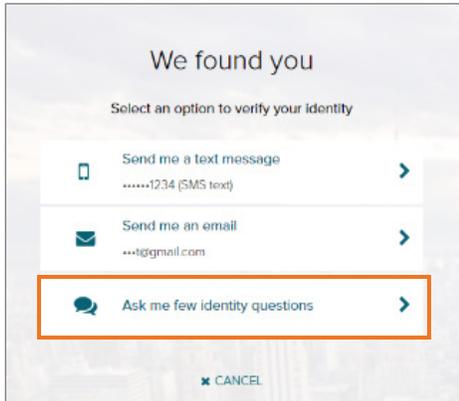
Download ADP's free mobile app.

Download on the App Store | GET IT ON Google Play

Ask me a few identity questions

If your email address or mobile phone number is **not unique** within your organization's records, or you do not recognize or have access to them, you will be required to set up security questions and answers.

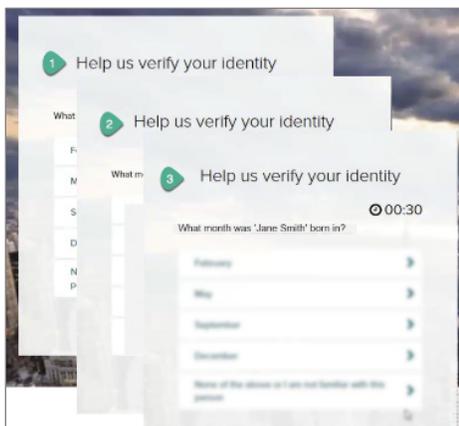
1. Select the **Ask me a few identity questions** option. Click **Next**.



2. With this selection, you will review a **Help us verify your identity** disclosure. Click **Next**.



3. A series of three identification questions will display and each requires an answer before proceeding. Click **Next** after answering each question.



Activation

Activate Email Address – During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Activate Mobile Phone – During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and you'll need to reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

Forgot Your User ID/Password

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

Forgot Your User ID? – Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

Forgot Your Password? – To reset your password, select “I don’t know my password” and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is unique within your organization, and you have access to it.

- **Option 2 – Answer Your Security Questions**

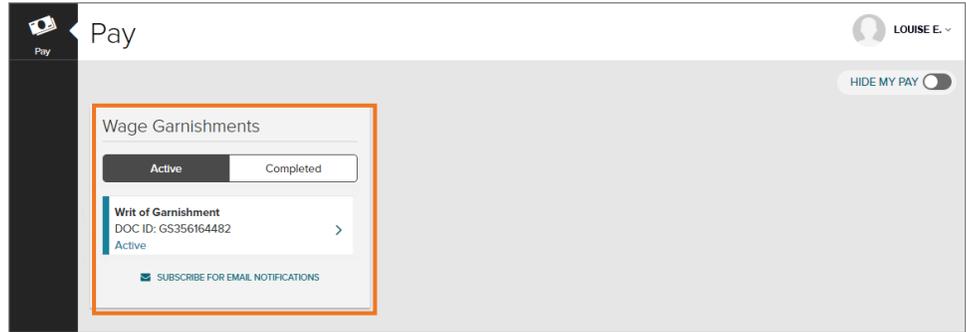
If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them

Manage Your Account

Log into myadp.com using your registered user name and password.

Wage Garnishments

- Click to review information from your Wage Garnishment liens.



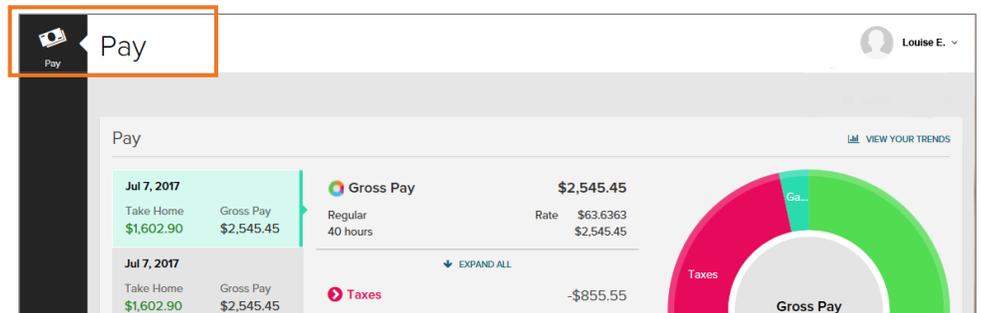
The screenshot shows the 'Pay' section of the MyADP.com interface. A box highlights the 'Wage Garnishments' section, which includes a filter for 'Active' and 'Completed' statuses. Below the filter, there is a 'Writ of Garnishment' card with the following details:

Writ of Garnishment
DOC ID: GS356164482
Active

Below the card, there is a checkbox labeled 'SUBSCRIBE FOR EMAIL NOTIFICATIONS'.

Pay Details

- Click **Pay** to view your pay detail.



The screenshot shows the 'Pay' section of the MyADP.com interface. A box highlights the 'Pay' tab. The page displays the following information:

Jul 7, 2017	Gross Pay	Regular	Rate
Take Home \$1,602.90	\$2,545.45	40 hours	\$63.6363
Take Home \$1,602.90	\$2,545.45		\$2,545.45

Additional information includes 'Taxes' of -\$855.55 and a 'Gross Pay' of \$2,545.45. A donut chart shows the breakdown of Gross Pay into Taxes and Net Pay.

Settings or Logout

- Click the User Name to display **Settings** or **Logout** options.



The screenshot shows the 'Pay' section of the MyADP.com interface. A box highlights the user name 'Louise E.' in the top right corner, which has a dropdown menu with 'Settings' and 'Logout' options.

Settings Options

Contact Preferences

- Click **Edit**.

Go Paperless

- Slide to make selections.

Security Questions

- Click **Edit**.

Accessibility

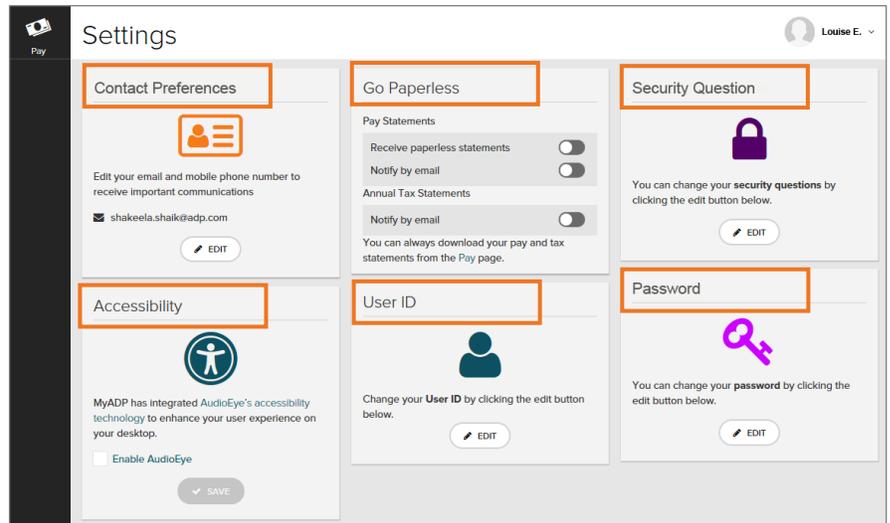
- Select the checkbox and click **Save**.

User ID

- Click **Edit**.

Password

- Click **Edit**.



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