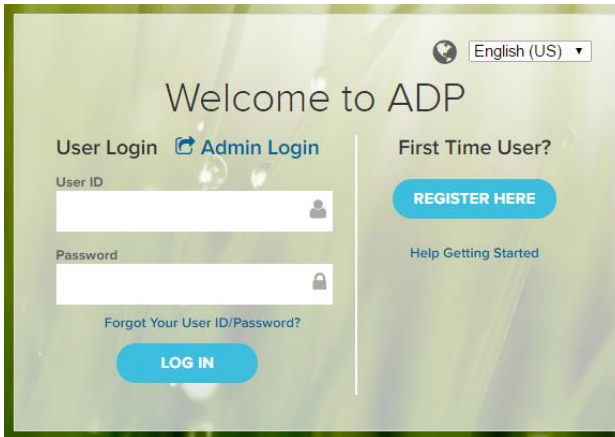


ADP Self Service Login

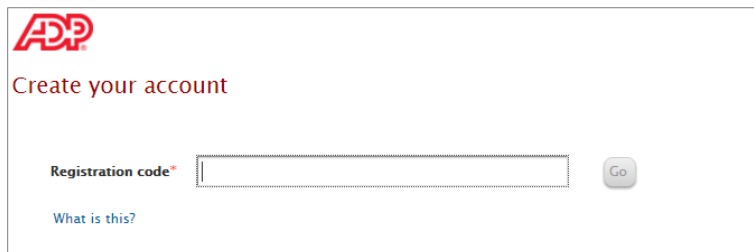
Through ADP self-service you can view and print pay statements on your own. You also have electronic access to view your W4.

1. Go to www.workforcenow.adp.com
2. On the login page, click the Register Here link. Follow the instructions on the page



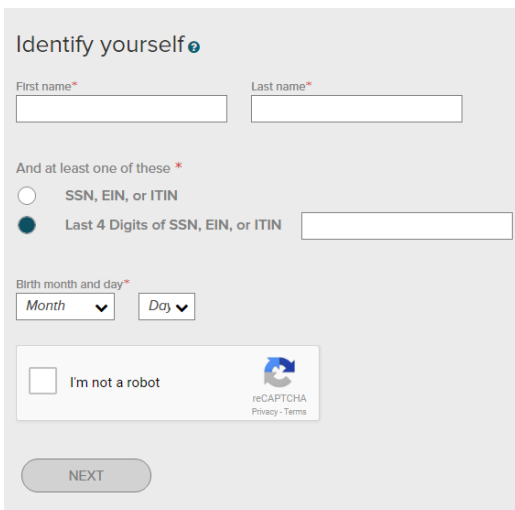
The image shows the ADP login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP". Below this, there are two main sections: "User Login" and "First Time User?". Under "User Login", there are fields for "User ID" and "Password", a "Forgot Your User ID/Password?" link, and a "LOG IN" button. Under "First Time User?", there is a "REGISTER HERE" button and a "Help Getting Started" link. There is also an "Admin Login" link with a key icon.

3. Enter the organizational registration code (MYMRCI-01). If you do not recognize the name of your organization, select No and start over.



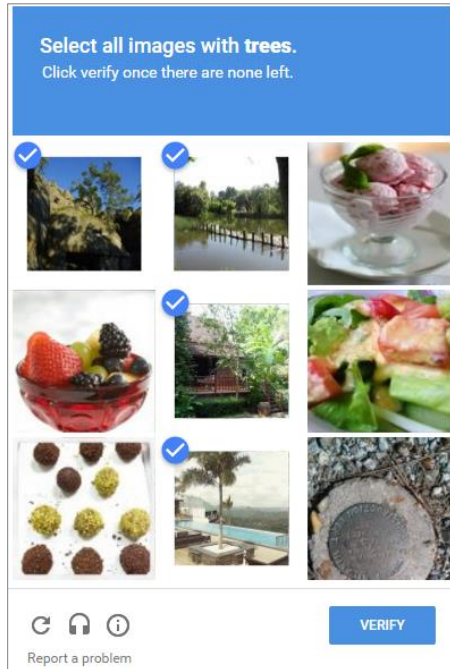
The image shows the "Create your account" screen. At the top left is the ADP logo. Below it is the heading "Create your account". There is a "Registration code*" field with a "Go" button to its right. Below the field is a link that says "What is this?".

4. Enter your identity information and click on the "I'm not a robot" check box.



The image shows the "Identify yourself" screen. It has a heading "Identify yourself" with a help icon. There are two input fields: "First name*" and "Last name*". Below these is a section "And at least one of these *". There are two radio button options: "SSN, EIN, or ITIN" (unselected) and "Last 4 Digits of SSN, EIN, or ITIN" (selected). The "Last 4 Digits" option has an input field. Below this is a "Birth month and day*" section with "Month" and "Day" dropdown menus. At the bottom, there is an "I'm not a robot" checkbox, a reCAPTCHA logo, and a "NEXT" button.

5. Complete the Google™ reCAPTCHA challenge.



Sample Challenge

- Click on all the images that meet the required criteria.
- Select all responses that apply.

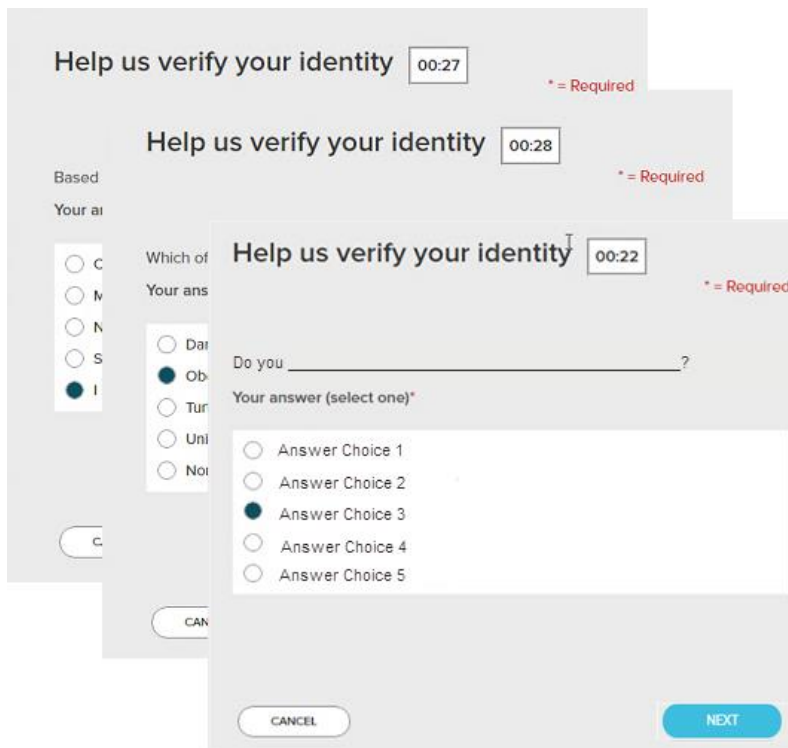
Need help?

- To get a new challenge, click the Refresh icon.
- To hear an audio challenge, click the Headphone icon.
- To learn more, click the Information icon.

6. Answer Identity Questions

You must select a valid response to each question within 30 seconds.

These questions and their answer choices are generated from public records and other commercially available data sources. Your responses are not used for any purpose other than to verify your identity and are not shared with your organization.



7. Complete the information required on this page to continue.

ADP

Register for ADP Services John Smith

Enter your contact information How will this be used by ADP?

Email address* john.smith@testcompany.com Work Personal

Mobile phone number United States 555-555-5555 Work Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

View your user ID and create a password

User ID* JSmith@ACMEJM

Password* Password Strength: **Good**

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password*

In case you forget your user ID or password

Question 1* In what city was your father born? (Enter full name of city only) ▾

Your answer* Madrid

Question 2* In what city was your mother born? (Enter full name of city only) ▾

Your answer* New York

Question 3* What was the name of your first pet? ▾

Your answer* Bubbles

8. Your registration is complete. You can use your user ID and password to access your ADP service(s). Activate your email and mobile phone number to receive important notifications from your organization or ADP. Manage your account information to keep it accurate.

ADP

Your registration for ADP services is complete!

Things to do for your account

Activate your email and mobile phone
ADP has sent you a confirmation message to john.smith@testcompany.com and 555-555-5555. Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization's administrator for assistance.

Your user ID: Jsmith@testcompany

Your available ADP services