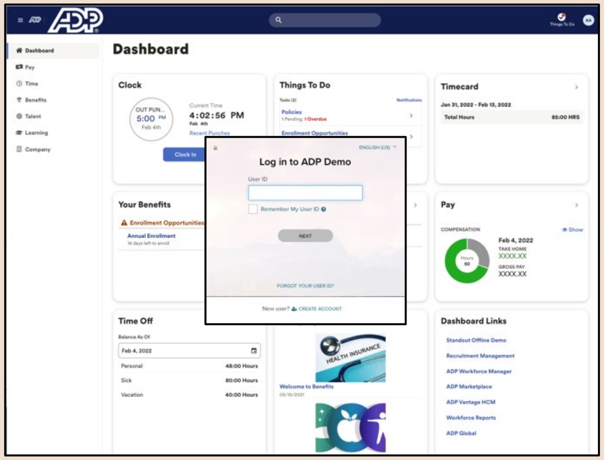


Employee Reference for MyADP

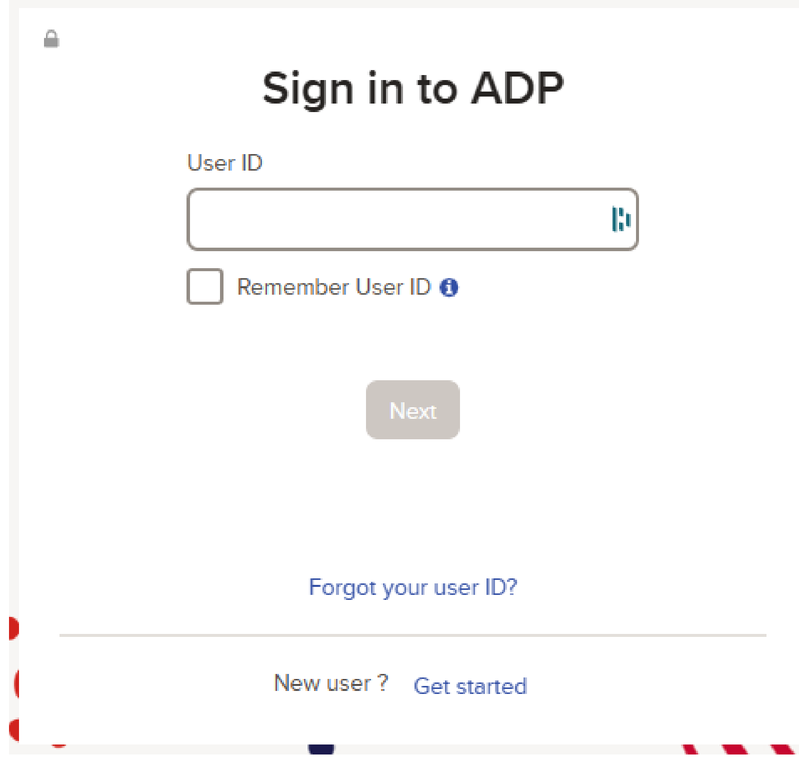
Learn about employee-specific features

Always Designing for People™

Self-Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to **my.adp.com.**
2. Click **New User? Get Started**
3. Select between the two options: **I HAVE A REGISTRATION CODE** and follow the prompts to complete your registration. Use this registration code: **OVGLLC-1234**.



Signing In

1. Go to **my.adp.com**.
2. Enter your **User ID** and your **Password** that you set up when you completed self-registration.
3. Click **Sign In**.

Forgot User ID

1. Click **Forgot Your User ID**?
2. Enter your First Name, Last Name, and way to be contacted.
3. Click **Next**.

Forgot Password

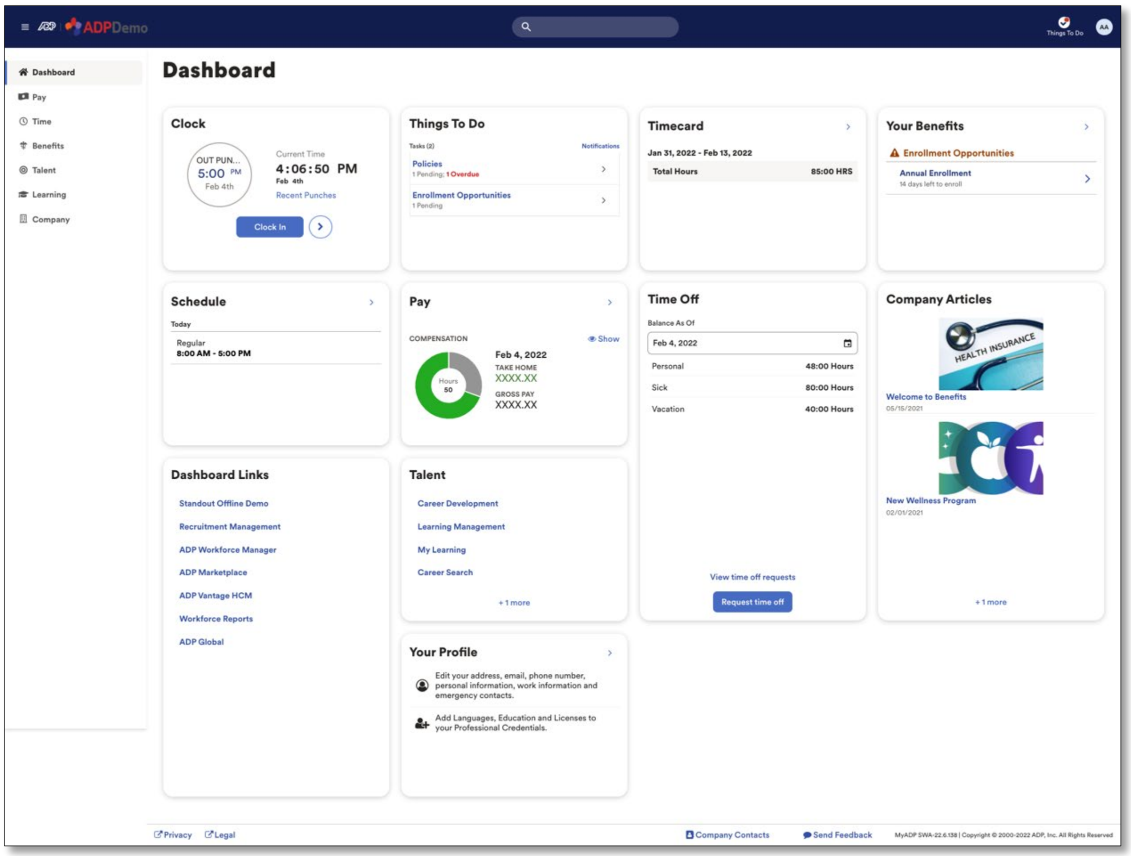
1. Click **Forgot Your Password**?
2. Enter your email or phonenumber.
3. Click **Next**.

For further assistance, contact the helpdesk

Welcome to MyADP: Managing Your Data and Information

Now you have one central location to access and update personal, payroll, and tax information.

Depending on which ADP services your company uses, you may also be able to access your time and attendance activities, benefits information, pay, and much more.

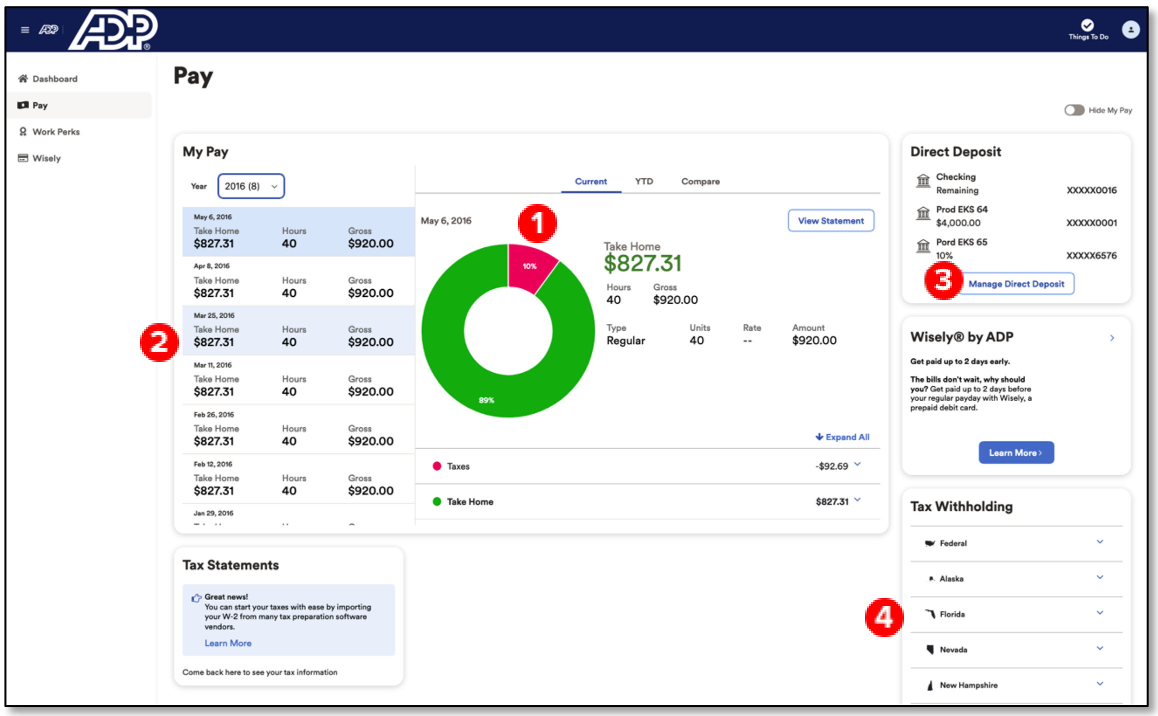


Payroll Information

The Pay page provides quick, summarized access to all your pay-related information. You can view up to three years of your pay information, including your W-2s, 1099s, and 1095Cs. Depending on your company services, you can also manage your direct deposit and tax withholding information.

(1) Current Pay Information

(2) Pay History



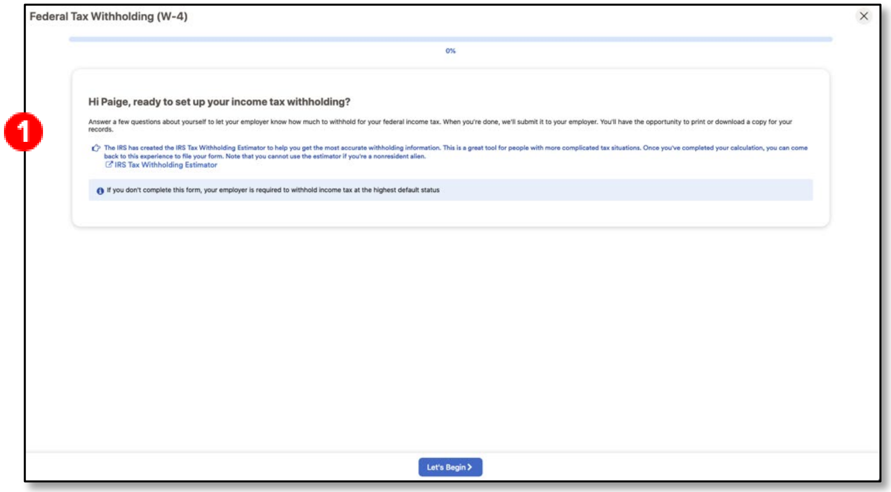
(3) Access to Direct Deposit

(4) Access to Tax Withholding and Tax Statements

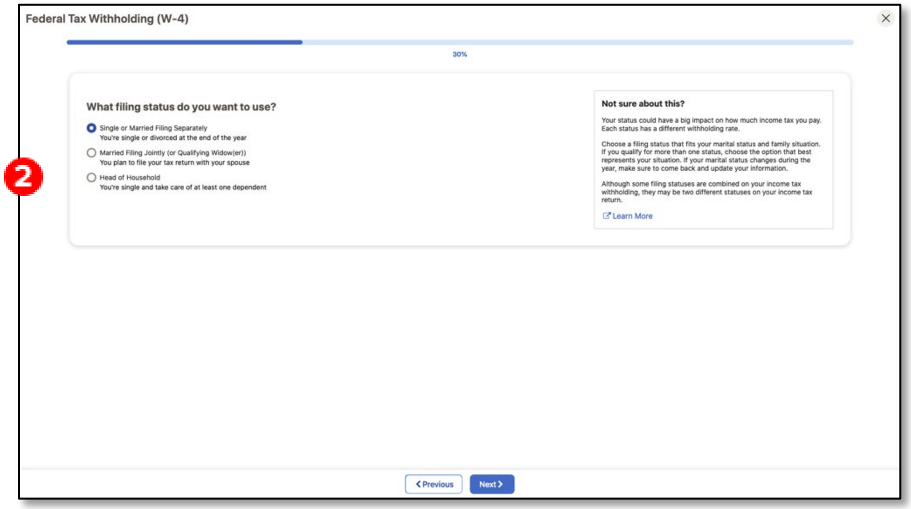
Tax Withholding

Tax Withholding allows you to set up and manage your income tax withholding on the federal and state levels. You can generate electronically signed, fully compliant withholding certificates (W-4s), and since taxes can sometimes be overwhelming, there is a guided experience with a conversational tone that combines extensive contextual help including tips, info messages, and links out to additional jurisdiction resources including secondary forms.

(1) State Tax Withholding Process



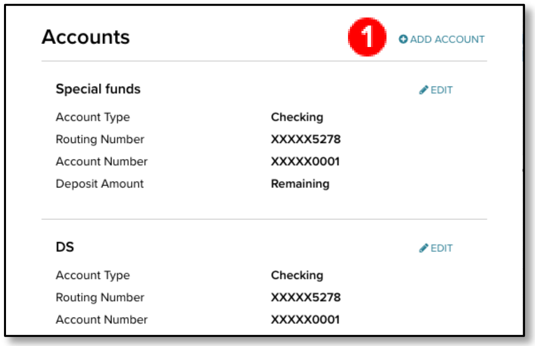
(2) Federal Tax Withholding Process



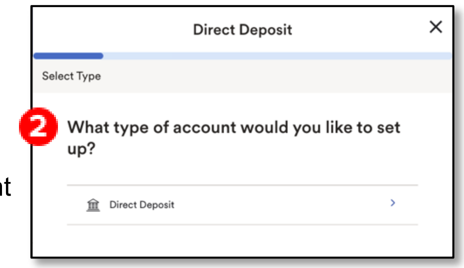
Direct Deposit

Direct Deposit allows you to manage all of your direct deposit accounts. In most cases, account information is validated in real time to ensure accuracy to get your money to your accounts as fast as possible.

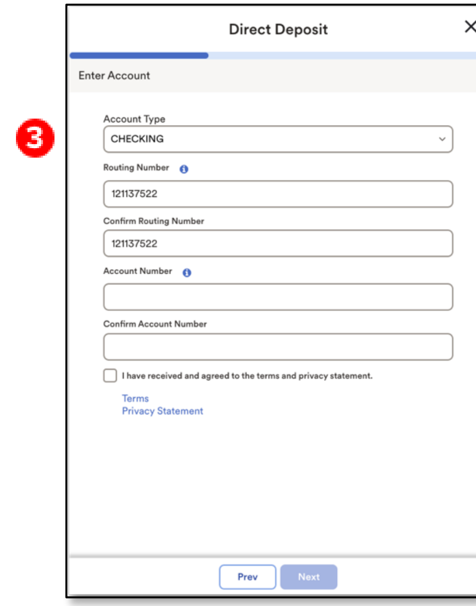
(1) Click to add account



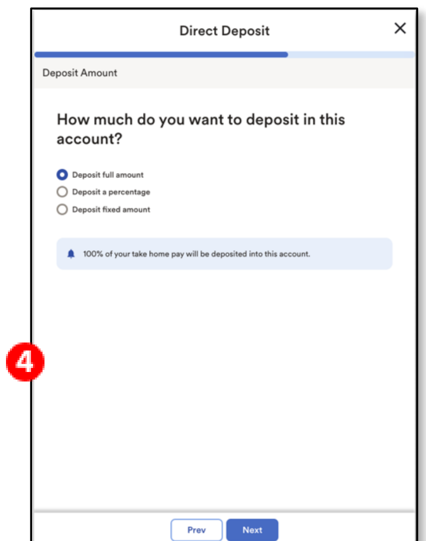
(2) Select the type of account

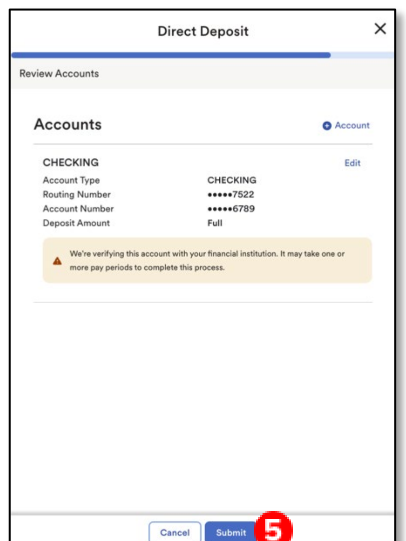


(3) Enter your account details



(4) Select how much should deposited in the account, by percentage or amount





(5) Click Submit to finish

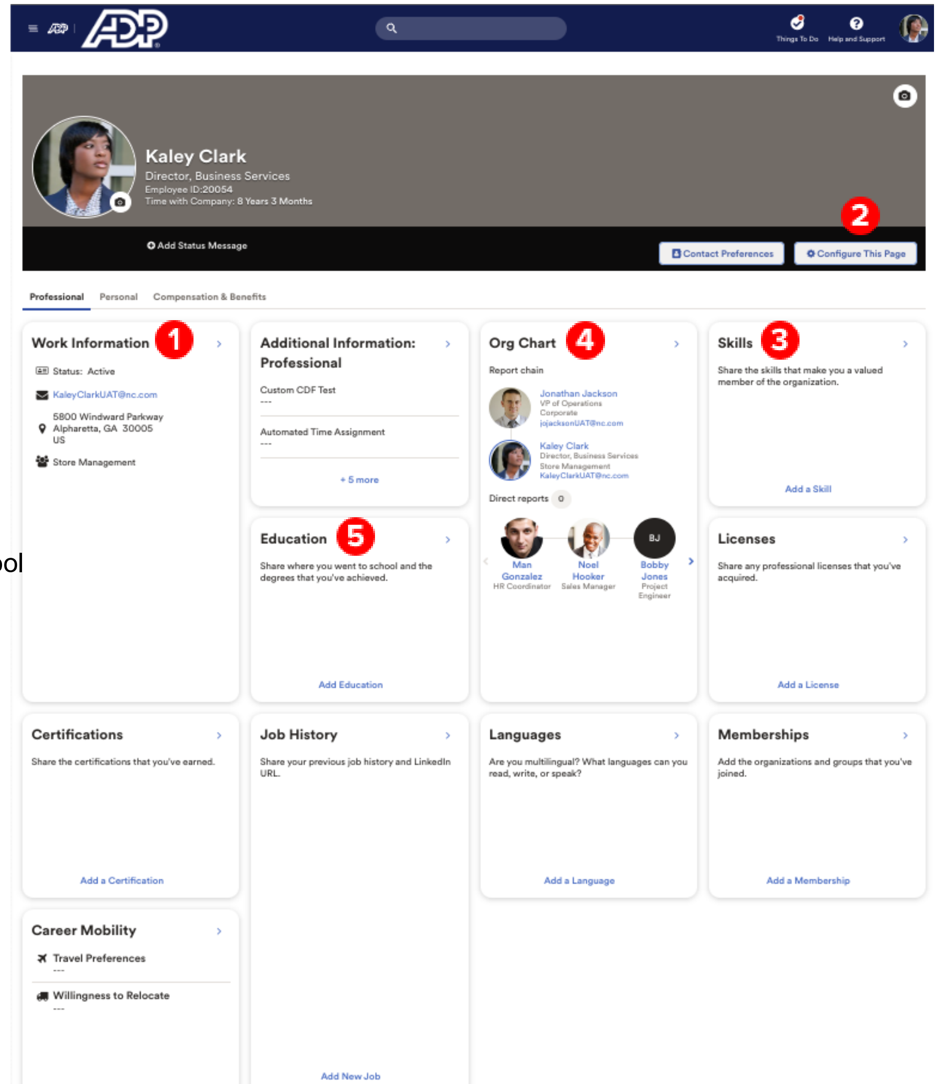
Profile

The Profile page allows you to view/update personal and work information, emergency contacts, skills, memberships, licenses, education, and more. You can customize your page with personal photos, messages about what you like do and what is important to you.

Depending on your access permissions, you may not see all of the items described here.

(1) View your work info

(5) Share where you went to school



(2) Configure what gets shared to the rest of the organization

(3) Share special work-related skills

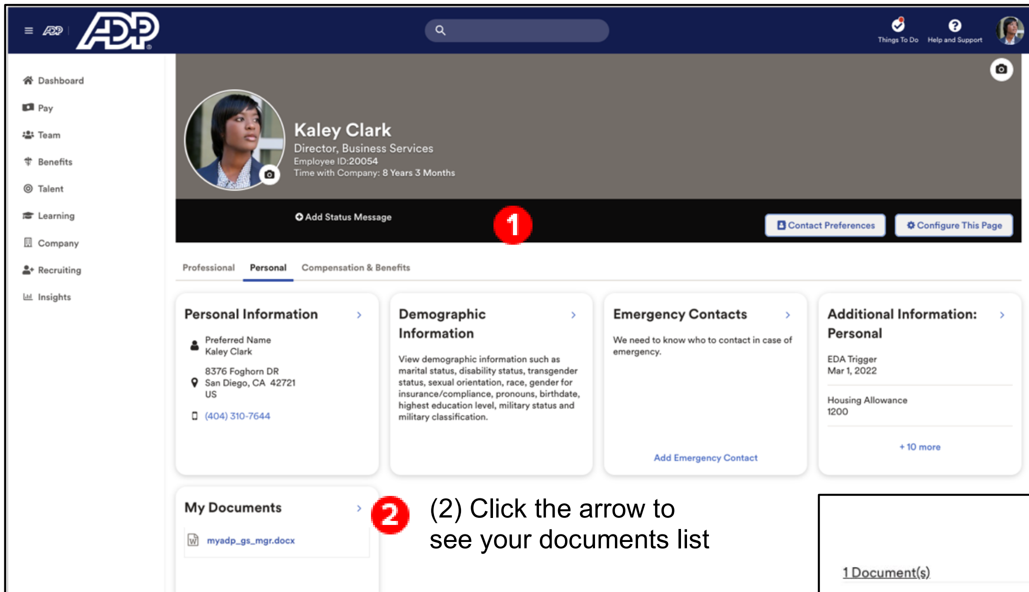
(4) View the Org Chart

My Documents

The **My Documents** feature provides employees with the ability to manage their personnel documents in **MyADP.** You can find the My Documents tile on the Profile page.

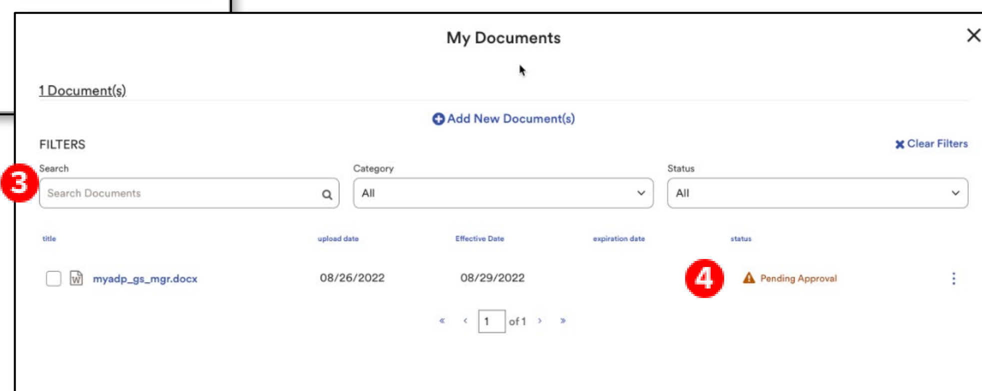
Depending on your access permissions, you may not see all of the items described here.

(1) My Documents tile is on the Profile page, Personal tab



(2) Click the arrow to see your documents list

(3) Filter the documents list



(4) A warning will alert you if a document requires a signature or is pending for an approval

Company Page

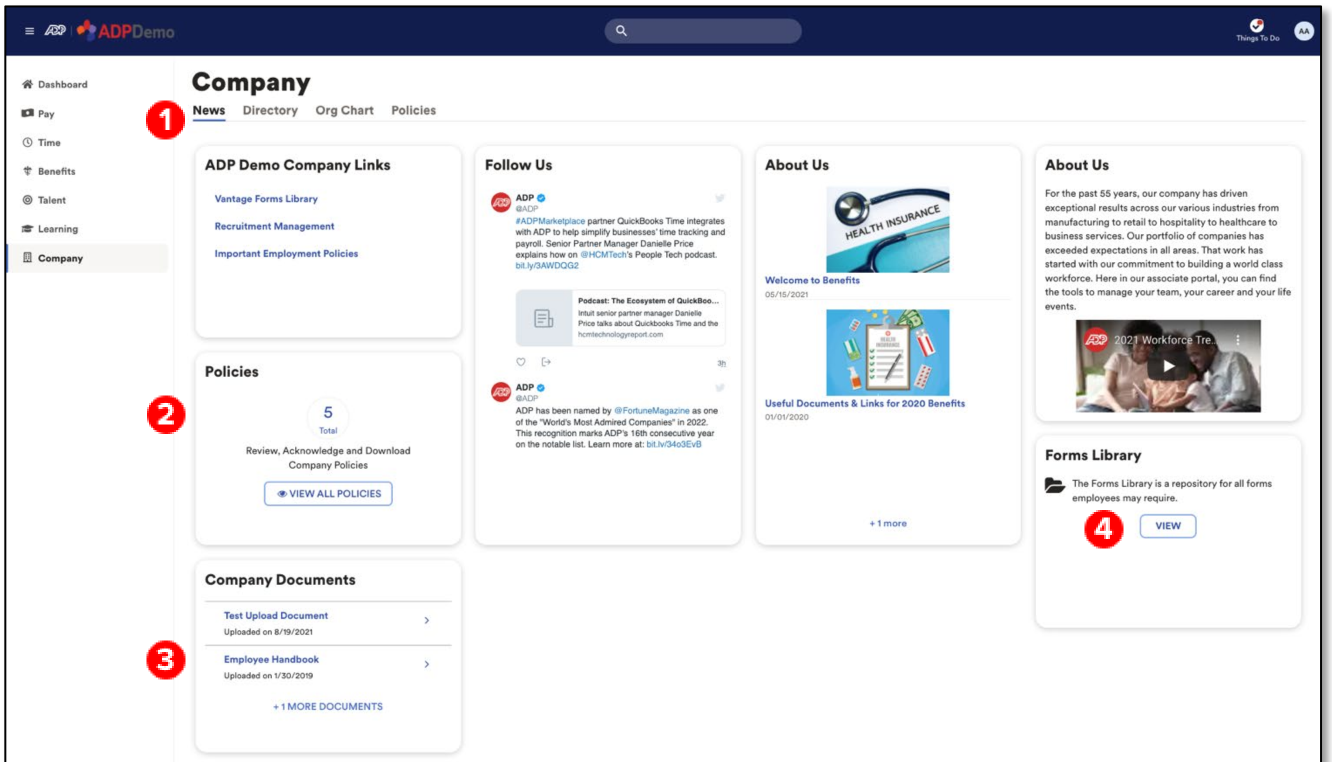
From here, you have a quick way to catch up on the company news that's important or relevant. You also have access to the company directory, the company org chart, and company polices that you're responsible to complete.

Depending on your access permissions, you may not see all of the items described here.

(1) From this banner you have access to your company's News, Directory, Org Chart, and Policies

(2) Access company policies

(3) Access to company provided quick links and documents



(4) Access the company Forms Library