

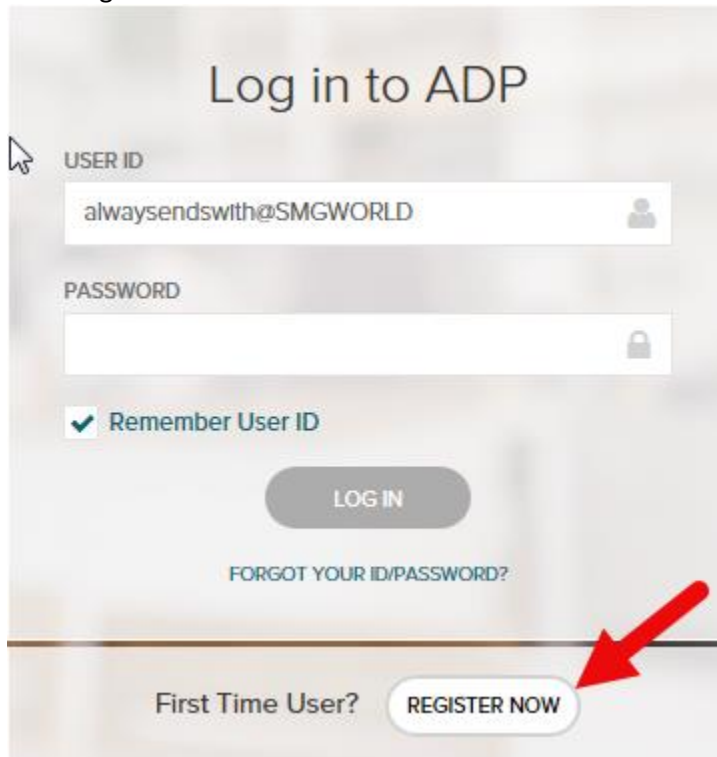
AEG

Tired of Paper Statements?
Want to see your Earning Statement:
As soon as it's ready?
From you home PC?
On your phone?

Register for a myadp.com account

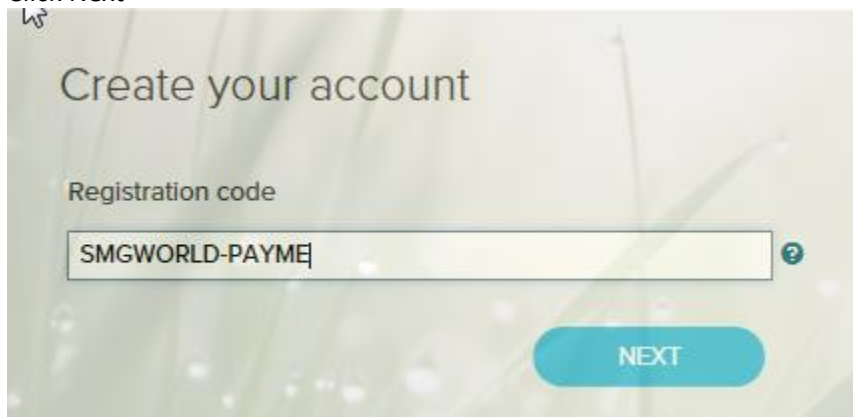
Go to MyADP.com (via the APP on your mobile device, or online from your work PC)

- Click Register Now



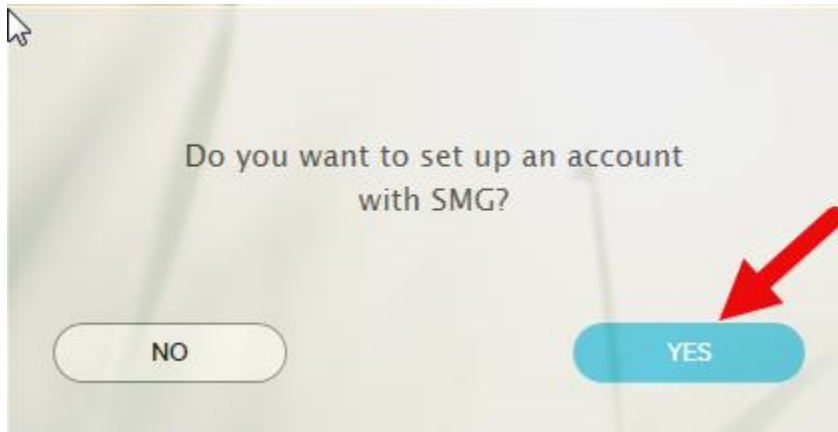
The screenshot shows the 'Log in to ADP' page. It features a 'USER ID' field with the text 'alwaysendswith@SMGWORLD', a 'PASSWORD' field, a 'Remember User ID' checkbox which is checked, a 'LOG IN' button, and a 'FORGOT YOUR ID/PASSWORD?' link. At the bottom, there is a horizontal line separating the login section from the registration section. Below the line, it says 'First Time User?' followed by a 'REGISTER NOW' button. A red arrow points to the 'REGISTER NOW' button.

- Enter "SMGWORLD-PAYME"
- Click Next



The screenshot shows the 'Create your account' page. It features a 'Registration code' field with the text 'SMGWORLD-PAYME' and a 'NEXT' button. A small question mark icon is visible to the right of the registration code field.

- Click YES



- If you don't know your Employee ID select "SSN,EIN, or ITIN" and enter your SSN:
- Enter Birth Month and Day
- Confirm you are not a robot

 A screenshot of a web form titled "Identify yourself?". The form contains the following elements:

- Two input fields for "First name*" and "Last name*".
- A section titled "And at least one of these *" with two radio button options: "Employee ID" (selected) and "SSN, EIN, or ITIN". A red arrow points to the "SSN, EIN, or ITIN" option.
- Two dropdown menus for "Birth month and day*" labeled "Month" and "Day".
- A "HELP" link.
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.

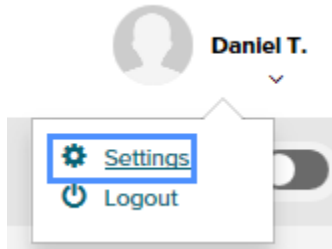
- Click Confirm
- Follow the prompts to complete security info

Tips:

- Remember your USER ID!
- Password can always be retrieved from login screen

To Go Paperless!

Go to MyADP.com



Go to the "Go Paperless" Tile and update:

From:

View and acknowledge consent form and slide the "Receive paperless statements" to green:

A screenshot of the "Go Paperless" settings tile. The title "Go Paperless" is at the top. Below it, there are two sections: "Pay Statements" and "Annual Tax Statements". Under "Pay Statements", there are two toggle switches: "Receive paperless statements" (which is turned on, indicated by a green circle) and "Notify by email" (also turned on). Below the first toggle is a link that says "VIEW CONSENT". Under "Annual Tax Statements", there is one toggle switch: "Notify by email" (turned on). At the bottom of the tile, there is a text block that says "You can always download your pay and tax statements from the [Pay](#) page."

Email notification is up to you. Annual Statements refers to your W2, so if you want to be alerted as soon as it's ready (instead of waiting on paper copy) this is your chance!