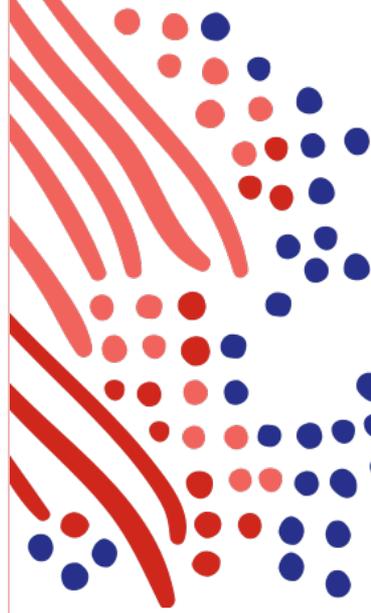


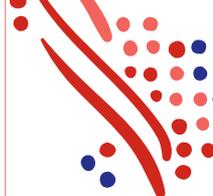
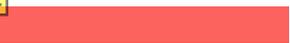


Welcome



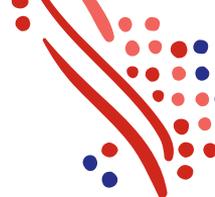
to ADP Workforce Now®
Employee Self Service Training





This recording and the information contained herein is proprietary and confidential to ADP and may only be used or shared internally within your organization. ADP has the right to delete any and all content at any time at its sole discretion and any unauthorized use of this recording shall be deemed a breach of confidentiality under the applicable terms and conditions governing the services between you and ADP.

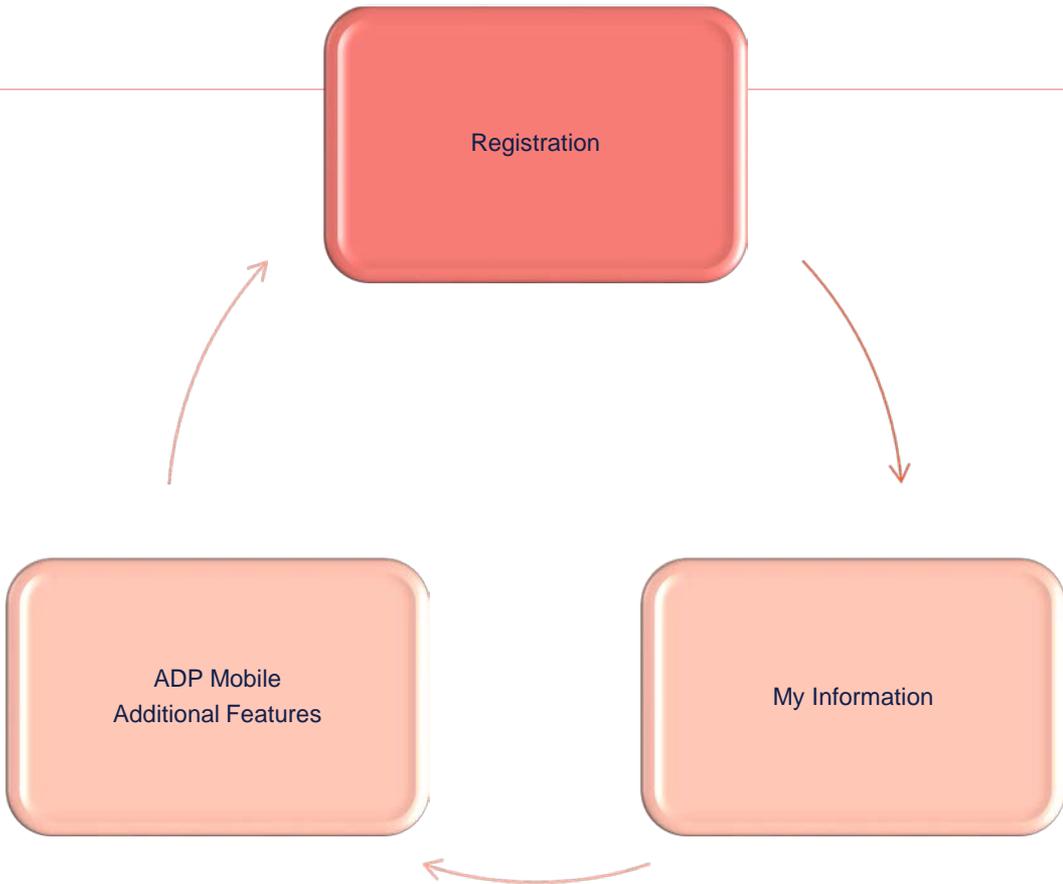
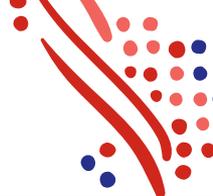
Agenda ADP Workforce Now® Employee Self Service



ADP makes it easy for you to view your personal information and perform certain tasks right from your computer or mobile device. We call this Employee Self-Service.

Today, we'll discuss the following Employee Self-Service topics so that you can start right away:

- Registration
- Your Employee Portal/My Information
- Your Edit Capabilities (Name, Address, Picture, Direct Deposit, etc..)
- Your Pay Statement
- Time and Attendance
- Time- Off
- ADP Mobile App
- LifeMart



Registration

Want to set up your Tax Withholdings and payment options? Register now to use the ADP Workforce Now Self Service portal and get secure access to this and other personal information anytime, anywhere.

① Enter your registration Code ② Create your account ③ Activate your account

ppp4n25

[Register Now](#)

Register Now to access and manage all your Information

Pay & Tax Statements Total Rewards Payment Options Personal Information

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL. Please reach out to your HR Team if you have any questions.
Email Tracking Number: PR-588bd341-be03-4b0a-ba60-c7decfb8d65b

Always Designing for People™

Welcome, EssOne Advantage

Register today to get access to ADP services. Use the following personal registration code when you register.

Your Personal Registration Code:

Use this code before it expires on :

Instructions:

1. Go to this URL: <https://workforcenow.adp.com>
2. On the Welcome page, select SIGN UP to create a new account.
3. Enter the registration code and continue.

Have questions or need assistance? Contact your HR or Payroll department at your employer for assistance.

Registration

SECURE PAGE ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

← BACK

SECURE PAGE X

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ⓘ

Get9In5a

NEXT

← BACK

SECURE PAGE X

Enter Code **Identity Info** Contact Info Create Account

Let's get started

First, we'll need your information so that we can create your account with **testIS0721**

First name * ⓘ

Advantage

Last name * ⓘ

Employee

And one of these*

Last 4 Digits of SSN, EIN, or ITIN

Associate ID

Birth month and day

May ▾ 04 ▾

CONTINUE

Registration

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Personal cardiss.french@adp.com

Phone

Personal, Mobile +1 (214)

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.*

Yes No

Backup Contact Information Add additional email/phone where you can be reached.

Email

Work

Phone

Work, Mobile +1 (972)

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.*

Yes No

[ADD NEW PHONE](#)

[CONTINUE](#)

Enter Code Identity Info Contact Info **Create Account**

One more step, Ronald A!

Let's set up the login information for your account with **testis0721**

User ID *

Password (case sensitive) *

Confirm password (case sensitive) *

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

[CREATE YOUR ACCOUNT](#)

SECURE PAGE

Account created! Please sign in.

User ID: Essone@testis0721

Now sign into access and manage your accounts.

ADP Workforce Now

Activate your mobile phone within 24 hours by responding to the messages sent to you.

+1 972-

Add ADP Services

One or more ADP services require some information before you can use them.

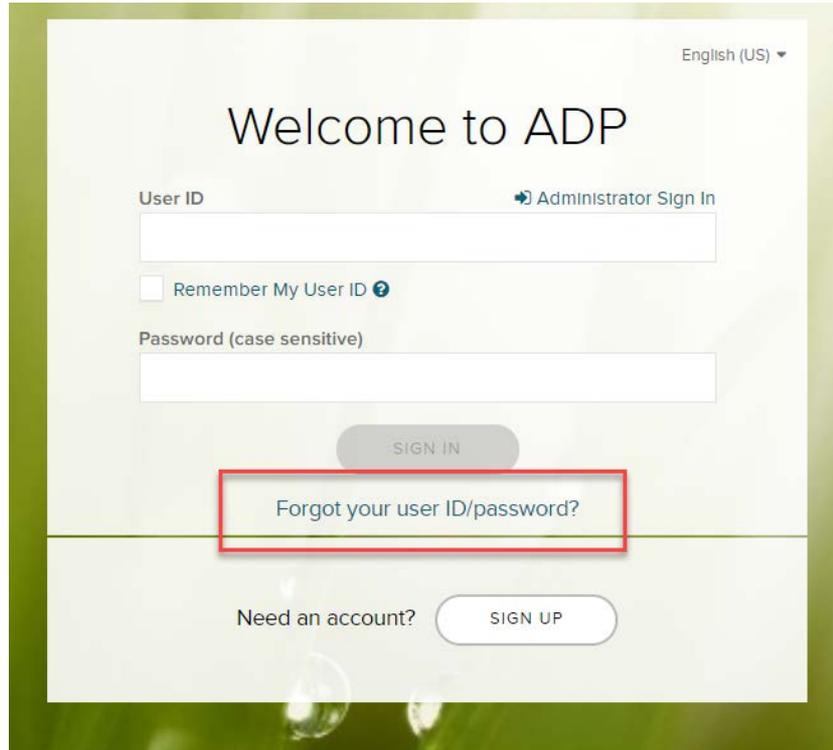
>> Enterprise eTIME

Provide your information

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store GET IT ON Google Play

Registration



English (US) ▾

Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID [?](#)

Password (case sensitive)

SIGN IN

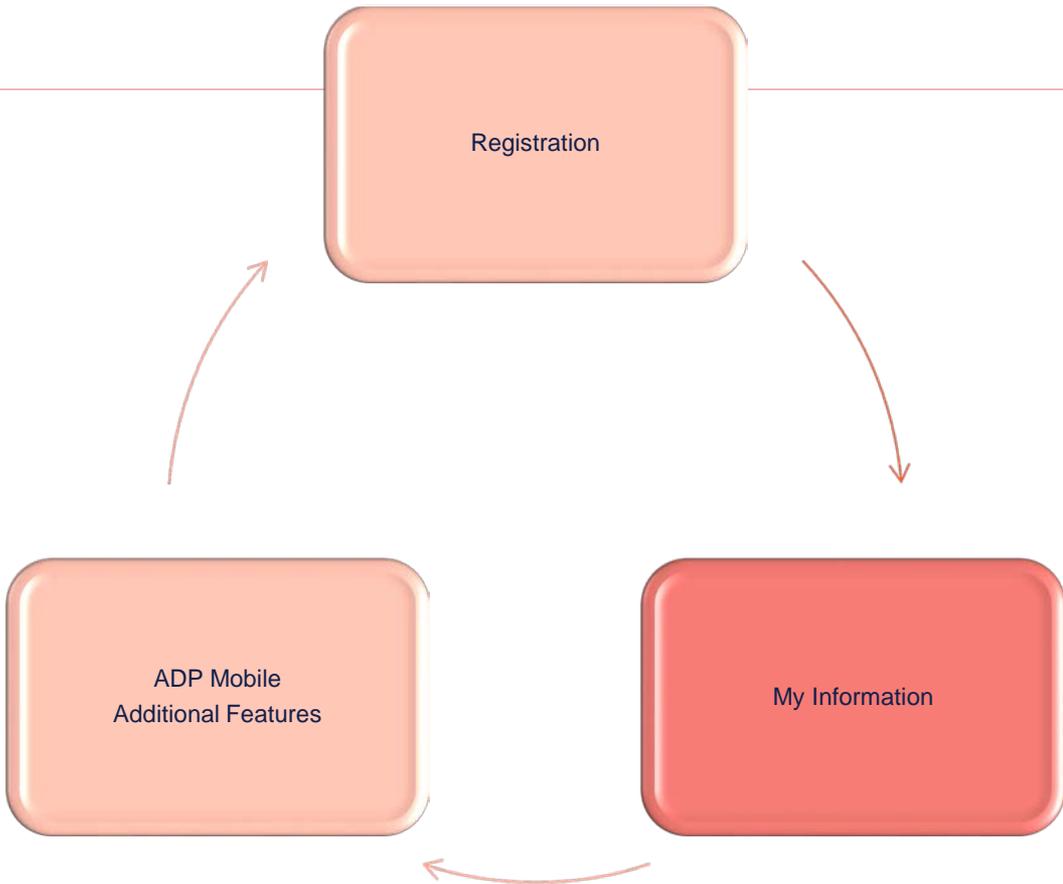
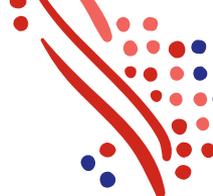
Forgot your user ID/password?

Need an account? [SIGN UP](#)

Artur Express Employee Home Page

The screenshot displays the Artur Express Employee Home Page. At the top, a dark teal navigation bar contains the menu items 'HOME', 'RESOURCES', 'MYSELF', and a star icon. To the right of the navigation bar is a search bar labeled 'Search Workforce Now:'. Below the navigation bar, the page is divided into several sections:

- Things To Do:** A section with a congratulatory message: 'Congratulations You've completed all of your Things To Do tasks'.
- What Would You Like to Do?:** A section with three circular buttons: 'Update Tax Withholdings', 'Update Payment Options', and 'Update Profile'.
- Wisely®:** A promotional section for Wisely, featuring the text 'Get paid up to 2 days early and up to 10% cashback for eGift cards.' and a 'LEARN MORE' button. It includes an image of a smartphone and a Wisely card.
- My Pay:** A section titled 'My Pay' with a right-pointing arrow. It features a 'COMPENSATION' heading, a donut chart, and a 'SHOW' button. The text below the chart reads: 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'.
- Helpful Links:** A section with three links: 'SALARY PAYCHECK CALCULATOR', 'HOURLY PAYCHECK CALCULATOR', and 'TAX WITHHOLDING ESTIMATOR'.



Accessing My Information: Profile

The screenshot displays the ADP Professional Services self-service portal. At the top, there is a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF' (the active tab). A search bar labeled 'Search Workforce Now' is on the right. Below the navigation bar, a 'MYSELF' dropdown menu is open, listing various options: 'My Information' (highlighted with a red box and a blue arrow), 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. An 'EXPAND MENU' option is at the bottom of the dropdown. The background shows a 'Welcome, Ad' message and a 'Take Me To...' section with a 'PAY' button. Below the dropdown, there are instructions on navigating self-service and a list of links for various tasks like viewing paystubs, changing direct deposit, and updating emergency contacts. At the bottom, there are sections for 'Employee of The Month' and 'My Time'.

Accessing My Information: Profile

YOUR LOGO HERE

MESSAGES CALENDAR SUPPORT LOG OUT AE ADVANTAGE ESSEMPLOYEE

HOME RESOURCES MYSELF

Search Workforce Now: Add to Favorites

Profile

Advantage ESSEmployee
ASSOCIATE ID : 9100DLPGE | AA - Administrative Assistant
REPORTS TO : Advantage ESSManager
POSITION ID : &WN987810
VIEW ORG CHART

Contact Preferences

Personal Info

Add your mobile number

Add your email address

Confirm your Legal Address
YES, CONFIRM NO, UPDATE

6347 CR 4455
Dallas, TX 75142
US

VIEW MORE

Work Info

POSITION ID : &WN987810

HIRE DATE : 10/01/2020 (0 years 0 months)

Distribution

Add your mobile number

candiss.french@adp.com

Add your work address

Supporting Documents

VIEW MORE

Pay Info

Compensation
\$XXXXX.XX Show

Regular Pay Rate
\$XX.XXXX Show

Pay Frequency
Biweekly

VIEW MORE

Emergency Contacts

Please provide your Emergency Contact.

ADD CONTACT

Professional Credentials

EDUCATION (0) ADD

EXPERIENCE (0) ADD

SKILLS (0) ADD

LICENSES & CERTIFICATIONS (0) ADD

Company Property

Please provide your Company Property

ADD

Other Credentials

AWARDS (0) ADD

TRAINING (0) ADD

Accessing My Information: Profile- Changing Your Name

YOUR LOGO HERE MESSAGES CALENDAR

HOME RESOURCES MYSELF ★

Profile

Advantage ESSEmployee 

ASSOCIATE ID : 9100DLPGE | AA - Administrative Assistant
REPORTS TO : Advantage ESManager
POSITION ID: &WN987810 

 VIEW ORG CHART

Personal Info

-  Add your mobile number
-  Add your email address
- Confirm your Legal Address**
YES, CONFIRM NO, UPDATE 

 6347 CR 4455
Dallas, TX 75142
US

 VIEW MORE

Work Info

-  POSITION ID: &WN987810
-  HIRE DATE: 10/01/2020 (0 years 0 months)
-  Distribution
-  Add your mobile number
-  candiss.french@adp.com
-  Add your work address
-  Supporting Documents 

 VIEW MORE

Accessing My Information: Profile- Changing Your Name

BACK Personal Info

Name ⓘ

Mr., Ms. ▾

Name

Advantage

Middle Name

ESSEmployee

Preferred Name

First Name

Middle Name

Last Name

Payroll Name ⓘ

Advantage

ESSEmployee

Jr., Sr. ▾

CPA, PA ▾

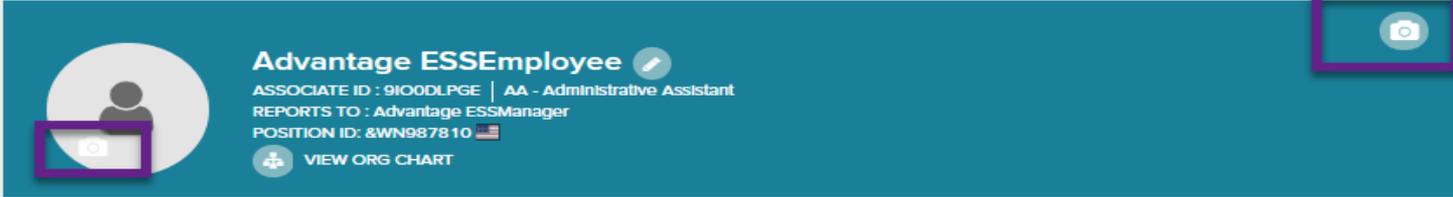
Maiden Name

Maiden Name

SAVE

Accessing My Information: Profile - Uploading Picture

Profile  Add to Favorites



Advantage ESSEmployee 

ASSOCIATE ID : 9100DLPGE | AA - Administrative Assistant
REPORTS TO : Advantage ESSManager
POSITION ID : &WN987810 

 VIEW ORG CHART



Upload your profile picture ✕

Drag and drop your files here, or select them from your computer

OR

 **UPLOAD PHOTO**

Maximum file size is 200Kb. Files need to be in .jpg, .jpeg, .png, .gif, or .bmp formats.

 YOUR LOGO HERE

MESSAGES CALENDAR SUPPORT LOG OUT **AE** ADVANTAGE ESSEmployee 

HOME RESOURCES MYSELF 

Search Workforce Now:

Profile  Add to Favorites



Advantage ESSEmployee 

ASSOCIATE ID : 9100DLPGE | AA - Administrative Assistant
REPORTS TO : Advantage ESSManager
POSITION ID : &WN987810 

 VIEW ORG CHART



Accessing My Information: Profile - Updating Emergency Contact

Emergency Contacts

 Seth Bethany
(973) 588-9863



[+ ADD CONTACT](#)

Emergency Contacts

[BACK](#)

Full Name

Full Name *

Relationship

Relationship

- Doctor
- P - Parent
- S - Spouse
- F - Friend

Phone Number *

Home Phone

+1 973 588 9863

[+ ADD PHONE](#)

Email

Email

Address

[+ ADD ADDRESS](#)

[SAVE & ADD ANOTHER CONTACT](#) [SAVE](#)

Accessing My Information: Profile- Changing Address

The screenshot shows the user's profile page. At the top, there is a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF'. The profile header includes a placeholder for 'YOUR LOGO HERE', 'MESSAGES', and 'CALENDAR'. The main profile section displays the user's name 'Advantage ESSEmployee', their role 'ASSOCIATE ID : 9100DLPG | AA - Administrative Assistant', and their reporting manager 'REPORTS TO : Advantage ESSManager'. Below this, there are options to 'VIEW ORG CHART' and 'VIEW MORE'. The 'Personal Info' section contains fields for 'Add your mobile number', 'Add your email address', and 'Confirm your Legal Address' with 'YES, CONFIRM' and 'NO, UPDATE' buttons. A location pin icon indicates the current address: '6347 CR 4455, Dallas, TX 75142, US'. A 'VIEW MORE' button is highlighted with a purple box. The 'Work Info' section shows 'POSITION ID : &WN987810', 'HIRE DATE: 10/01/2020 (0 years 0 months)', 'Distribution', and 'Add your mobile number'. It also includes 'Add your work address' and 'Supporting Documents' with a 'VIEW MORE' button.

The screenshot shows the 'Address' form. At the top, there is a warning message: 'Address Line 1, City, State/Province and Zip Code/Postal Code are required when the country is the U.S. or Canada.' Below this, the 'LEGAL ADDRESS' section includes a 'Country' dropdown menu set to 'United States'. The form has four rows for address lines: 'Address Line 1' (6347 CR 4455), 'Address Line 2' (empty), 'Address Line 3' (empty), and 'City' (Dallas). The 'State / Territory' dropdown is set to 'TX - Texas' and the 'Zip Code' is '75142'. There is a 'Country' field at the bottom. A 'SAVE' button is located at the bottom right of the form.

Accessing Your Pay Information: Tax Withholdings

YOUR LOGO HERE

HOME RESOURCES MYSELF ★

Tax Withholdings

ESSEmployee, Advantage

AA - Administrative Assistant
Home Department : 101000 - Distribution

Federal W-4

Single or Married filing separately
Complete this form to make changes

START

New Jersey NJ-W4

You must complete your Federal W-4 first

START

[VIEW SAVED TAX FORMS](#)

W-4

Married Filing Jointly
\$50 additional

EDIT

NJ-W4

Complete this form to make changes

START

[VIEW SAVED TAX FORMS](#)

Federal Tax Withholding

Before You Begin NEW FORM FOR 2020

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

CANCEL **NEXT**

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
Advantage ESSEmployee

Your home address
6347 CR 4455
Dallas, TX 75142
US

Your Social Security number Reveal
XXX-XX-4566

⚠️ If you click Reveal, use caution to prevent your sensitive information from being viewed by others.

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

I'm a nonresident alien.
 I'm a US citizen or a resident alien.

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

What is your filing/marital status?

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4](#) Employee's Withholding Certificate

I claim exemption from withholding for the current year, and I certify that I meet **both** of the conditions for exemption:

- For last year, I had **no** federal Income tax liability
- For this year, I expect to have **no** federal Income tax liability.

I do not claim exemption from withholding

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

DOWNLOAD BLANK FORM W-4

Multiple Jobs or Spouse Works

Do **only one** of the following to calculate your withholding:

- Use the estimator at www.irs.gov/w4app for the most accurate withholding, or
- Use the Multiple Jobs [Worksheet](#) here and enter the result into Extra Withholding line; or
- If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).

Your withholding will be most accurate if you complete this for the highest paying job

Number of qualifying children under age 17

\$4,000

Number of other dependents

Total dependent amount

\$4,000

CANCEL

PREVIOUS

NEXT

Federal Tax Withholding

DOWNLOAD BLANK FORM W-4

Other Adjustments

Complete this section for only one job in the household.

Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding

Enter any additional tax you want withheld each pay period

CANCEL

PREVIOUS

NEXT

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding [DOWNLOAD BLANK FORM W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 Employee's Withholding Certificate OMB No. 1545-0047

Department of the Treasury Internal Revenue Service **2020**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. **Give Form W-4 to your employer.**
Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial Advantage	Last name ESSEmployee	(b) Social Security number 22-34-4567
	Address 6347 CR 4455		Check your name against the rates on your social security card (if not, to ensure you get credit for your earnings, contact Social Security Administration at 800-792-6213 or go to www.ssa.gov)
	City or town, state, and ZIP code Canton, VA 25742		
	(c) <input type="checkbox"/> Single or married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(s) <input type="checkbox"/> Head of household (Check only if you are widowed and you meet the tests for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and private.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:
(a) Use the estimator at www.irs.gov/efile409a for most accurate withholding for this step (also Steps 2-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(b) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest-paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ 4000	
	Multiply the number of other dependents by \$500 ▶ \$	
	Add the amounts above and enter the total here	\$ 4000

Step 4 (a) Other income (not from jobs). If you want tax withheld for other income you expect

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Oct 23 2020

Important!

Your federal tax withholding will be used for federal tax calculation purposes only. If you would like to change your state tax withholding or would like the state withholding to be the same as federal, you must submit the state withholding form(s).



Accessing Your Pay Information: Payment Options

The screenshot shows the Professional Services portal interface. The top navigation bar includes 'HOME', 'RESOURCES', and 'MYSELF'. A dropdown menu is open under 'MYSELF', listing various options. The 'Payment Options' option is highlighted with a red box. Below the menu, there is a list of links for various services, including 'View your paystub', 'Change your direct deposit', 'Change your W-4 tax withholdings', 'Change your address', 'Update emergency contacts', 'View your job information', and 'Change your benefit enrollments'. At the bottom, there are sections for 'Employee of the Month' and 'My Time'.

The screenshot shows the 'Payment Options' page for an ESSEmployee, Advantage. The page header includes 'YOUR LOGO HERE' and navigation tabs for 'HOME', 'RESOURCES', and 'MYSELF'. The main content area displays the employee's name 'ESSEmployee, Advantage' and their role 'AA - Administrative Assistant' at '101000 - Distribution (Department)'. Below this, there is a section titled 'Bank Account Direct Deposit' with a bank icon. The account information shows 'Account # None' and 'Deposit amount 0.0%'. A purple box highlights the '+ ADD BANK ACCOUNT' button. At the bottom, there is a note: 'With your current settings, any pay that exceeds your direct deposit deductions everything here" or "deposit the remainder of my pay".'



Accessing Your Pay Information: Payment Options

Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

First, enter your routing number.



Routing Number

Routing Number *

Confirm Routing Number *

Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

Next, enter your account number.



Account Number

Account Number *

Confirm Account Number *

Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

Account Type *

W - Checking Acct

X - Savings Account

Y - Checking

Z - Savings Account

Deposit a specified amount.

Deposit a percentage of my pay.

Percent *

Deposit everything here.

Accessing Your Pay Information: Payment Options

Add an Account

ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	REVIEW
----------------	----------------	--------------	--------

W - Checking Acct

Last step! Check your account information and agree to the terms and conditions.

Routing Number
122105278

Account Number
1122334455

Amount Per Pay Check
5%

I've double checked my account number.

I agree to the terms and conditions for Direct Deposit

[< BACK](#) [x CANCEL](#) [ADD](#)

Account not verified

We added the account. You'll get a check until the account is verified, which generally takes one pay period.

[CLOSE](#)

Alert

We verified the account.

[CLOSE](#)

Accessing Your Pay Information: Payment Options – Wisely

Direct

wisely
by ADP



Francie the Freelancer

"Wisely Direct makes it easy for me to **get the money** from all my gigs **deposited into one central account.**"¹



Steve the Shopper

"As the primary shopper for my family, I can avoid waiting in long lines by **shopping and pay bills online** with Wisely Direct by ADP. This helps me to **save time and money.**"²



Sofia the Saver

"My Wisely card makes it easy to **save for a rainy day** to help me avoid having to borrow or take out loans with high fees."³



Brandi the Budgeter

"I **stay in control of my money** with the myWisely app. I can check my card balance, see all of my transactions, and set up alerts whenever I want."³



Sean the Safety Warrior

With so many incidences of data breaches, it's important to know that **my money is safe** if my card or personal information ever gets lost or stolen, and that **I'm not liable for unauthorized purchases.**"⁴

Make your everyday life simple and more convenient with Wisely Direct by ADP®



Sign up at your Employer Portal today!

¹Please allow up to 3 weeks for your pay to be loaded to the card after initial setup of direct deposit to your card.

²Requests transferred to your savings envelope will no longer appear in your available balance.

³Standard text message fees and data rates may apply.

⁴You must notify us immediately and assist us in our investigation if your card is lost or stolen or you believe someone is using your card without your permission.

The Wisely Direct by ADP card is issued by Fifth Third Bank, Member FDIC, pursuant to a license by Mastercard International. ADP is a registered SO of Fifth Third Bank. The Wisely prepaid cards can be used everywhere that Mastercard is accepted. Mastercard is a registered trademark, and the circular design is a trademark of Mastercard International Incorporated. Wisely by ADP, Wisely Direct by ADP, ADP, and the ADP logo are registered trademarks of ADP, LLC. myWisely is a trademark of ADP, LLC. Copyright © 2019 ADP, LLC. All rights reserved.

wisely
by ADP

Wisely Direct by ADP® Commonly Asked Questions

If you can't find the answer to your question here, call us at 1-866-313-9029.

The graphic shows a smartphone displaying the myWisely app interface with a balance of \$357.95 and a purple Wisely Direct by ADP debit card.

Accessing Your Pay: Payment Options – Wisely Direct

It's easy and quick for your employees to sign up for the card.

- Step 1. Verify name, DOB, and SS#
- Step 2. Enter contact info
- Step 3. Verify identity



16



Accessing Your Pay: Payment Options – Wisely Direct

Go to activatewisely.com and confirm information!

Confirm your identity and set your pin!

Welcome to Wisely

Activating your card is easy. Fill in the information below to get started.

CARD INFORMATION

16-DIGIT CARD NUMBER

5554	5554	5554	5554
------	------	------	------

EXPIRATION DATE

02	▼	2022	▼
----	---	------	---

I'm not a robot

 reCAPTCHA
Privacy - Terms

Confirm your identity and set your PIN

Choose a 4-digit number you can use for purchases and to access ATMs nationwide.

PERSONAL INFORMATION

DATE OF BIRTH

01	26	1968
----	----	------

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

5554

SET 4-DIGIT PIN

Please keep this number private.

SET PIN

9836

CONFIRM PIN

9836

I have read, understand, and agree to the terms of the Privacy Policy, Electronic Communication Consent and Cardholder Agreement and Fee Schedule.

Accessing Your Pay: Payment Options – Wisely Direct

Set up a direct deposit to your Wisely card

Looks like you have other direct deposit accounts, listed below. You have the option of depositing some or all of your paycheck to your Wisely card.

Account name	Current allocation
Jamie's BoA	25% Percent Net
Michael's BoA	Full Net

Please choose an option for your new paycheck deposit:



Deposit 100% of my pay to my Wisely card

Your other accounts will no longer receive any portion of your paycheck.



Deposit some of my pay to my Wisely card

Following activation you will be directed to securely login to your employee self-service portal.

Do not deposit any of my paycheck to Wisely at this time

Set up a direct deposit to your Wisely card

Looks like you have other direct deposit accounts, listed below. You have the option of depositing some or all of your paycheck to your Wisely card.

Account name	Current allocation
Jamie's BoA	25% Percent Net
Michael's BoA	Full Net

Please choose an option for your new paycheck deposit:



SELECTED



Deposit 100% of my pay to my Wisely card

Your other accounts will no longer receive any portion of your paycheck.

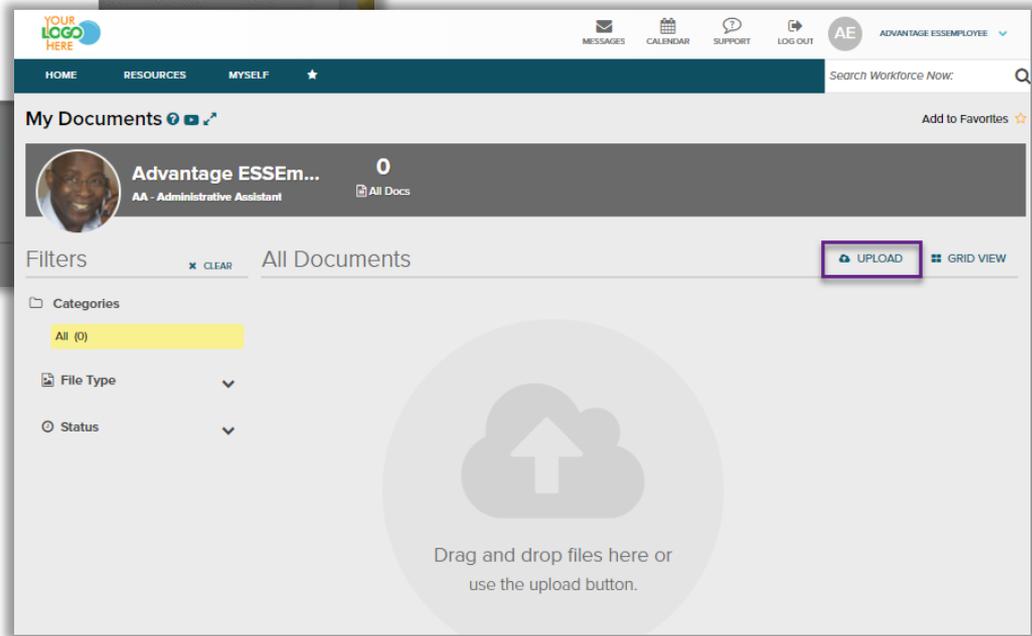
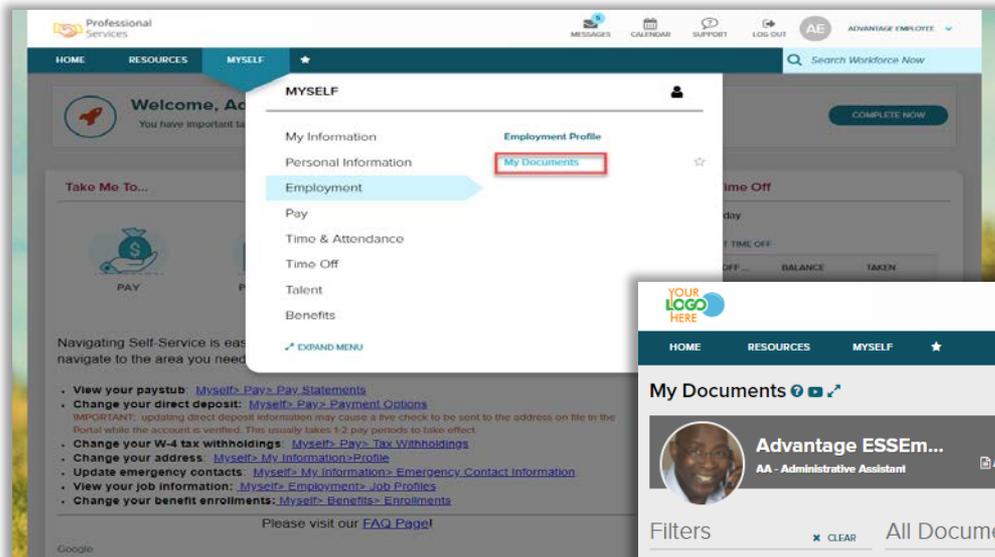


Deposit some of my pay to my Wisely card

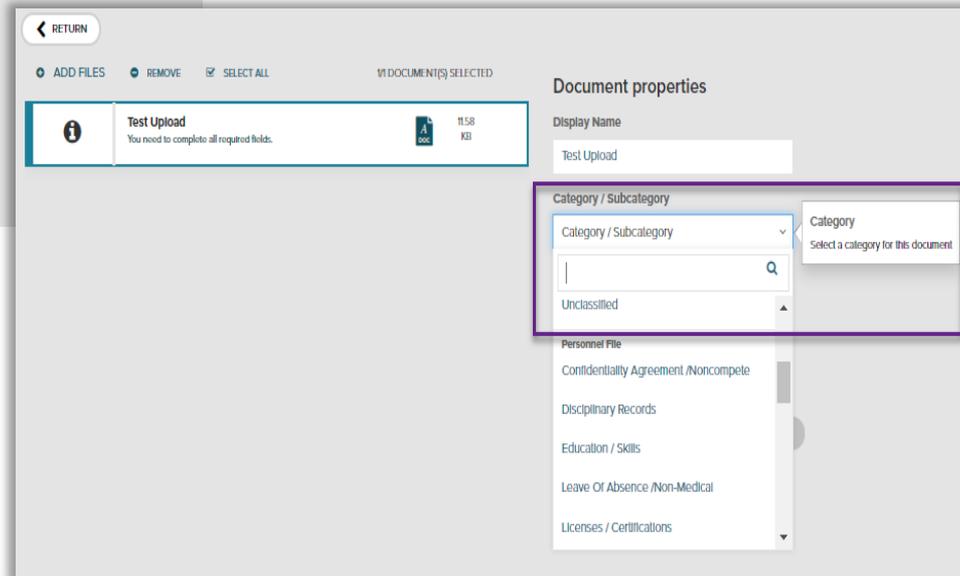
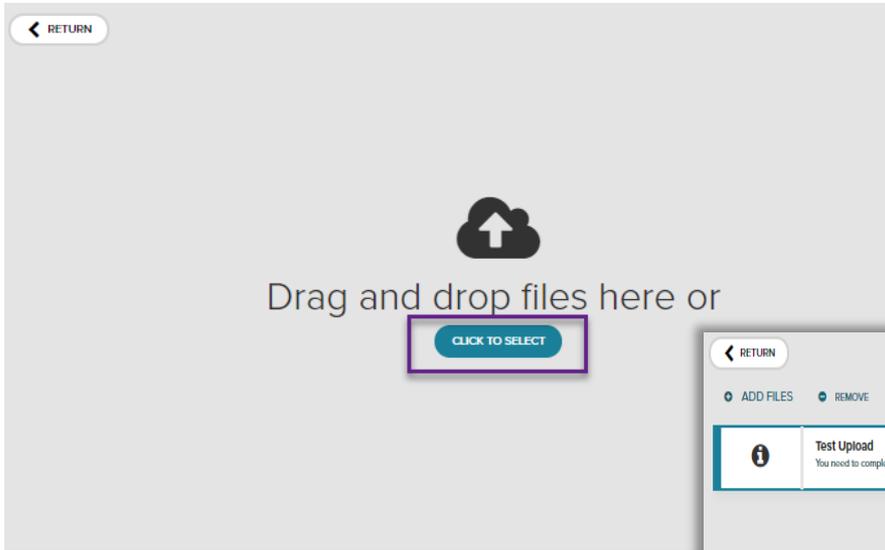
Following activation you will be directed to securely login to your employee self-service portal.

Do not deposit any of my paycheck to Wisely at this time

Accessing My Information: Attaching Document to My Documents



Accessing My Information: Attaching Document to My Documents



Accessing My Information: Attaching Document to My Documents

Document properties

Display Name
Test Upload

Category / Subcategory
Personnel File/Education / Skills

Effective Date
Expiration Date

Tags
Tags

CANCEL SAVE

Save
Save and Return

YOUR LOGO HERE

MESSAGES CALENDAR SUPPORT LOG-OUT AE ADVANTAGE ESSEMPLOYEE

HOME RESOURCES MYSELF

Search Workforce Now

My Documents

Advantage ESSEm... 1 1
AA - Administrative Assistant All Docs Pending Workflow

Filters CLEAR All Documents

Categories

- All (1)
- Benefits (1)

File Type

Status

SEARCH documents...

SELECT ALL DELETE EXPORT AS PDF EXPORT AS ZIP SORT BY: DISPLAY

VIEW NOTES
DOWNLOAD
EXPORT AS PDF

Select a document in the list

Accessing Myself: Pay - Pay Statements

Pay Statements 🔍 ↗️ WHAT'S NEW Add to Favorites ☆

Year 2020 (5) ▾

My Pay

2020 (5) CURRENT YTD DOWNLOAD

Sep 25, 2020

Take Home **\$1,342.33** Gross **\$2,088.80**

Sep 11, 2020

Take Home **\$960.76** Gross **\$1,488.80**

Jul 10, 2020

Take Home **\$1,135.65** Gross **\$1,730.40**

Apr 3, 2020

Take Home **\$1,135.65** Gross **\$1,730.40**

Mar 6, 2020

Take Home **\$1,135.65** Gross **\$1,730.40**

Take Home \$1,342.33

Hours 40 Gross \$2,088.80

Type	Units	Rate	Amount
Regular	40	\$37.22	\$1,488.80
Bon	--	--	\$100.00

+1 MORE

- Taxes -\$460.11 ▾
- Retirement -\$167.10 ▾
- Other -\$119.26 ▾
- Take Home **\$1,342.33** ▾

Other Benefits and Information ⓘ ▾

Hide My Pay

Tax Statements

Come back here to see your tax information

Go Paperless

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

GO PAPERLESS

Accessing My Information: Viewing and Acknowledging Company Policies

The screenshot displays the ADP Workforce Now user interface. At the top, there is a navigation bar with icons for Messages (4), Calendar, Support, and Log Out, along with the user's name 'AE' and 'ADVANTAGE ESSEMPLOYEE'. Below this is a dashboard with three main notification cards: 'ADP MESSAGES 0' (yellow), 'TASKS 1 Urgent' (green), and 'NOTIFICATIONS 3' (purple). A message card is highlighted, showing a 'General User' has sent a 'Policy Acknowledgement' at 10:31 AM. A 'VIEW ALL MESSAGES' button is visible below the message card. A purple-bordered box highlights a 'REVIEW' button that appears when the message card is interacted with. To the right, a 'Take Me To...' menu lists links for 'Pay Statement', 'Company Policies', 'CSOD Site', 'Examples of LMS and Technology with Cornerstone On Demand', and 'Cornerstone On Demand'. On the left side, there are sections for 'Company', 'My Time C', and a 'BALANCE' table with rows for 'Personal', 'Sick' (0.00 hours), and 'Vacation' (19.99 hours).

Accessing My Information: Viewing and Acknowledging Company Policies

Review

To read and acknowledge a policy, click the policy name.

POLICY NAME	VERSION	REQUIRED	ACKNOWLEDGED	ACKNOWLEDGE DATE	VIEWED	UPLOADED BY
Electronic Media Policy	1.0	Yes				
Test Policy	2020	Yes				MAS West Cloud

[DONE](#)

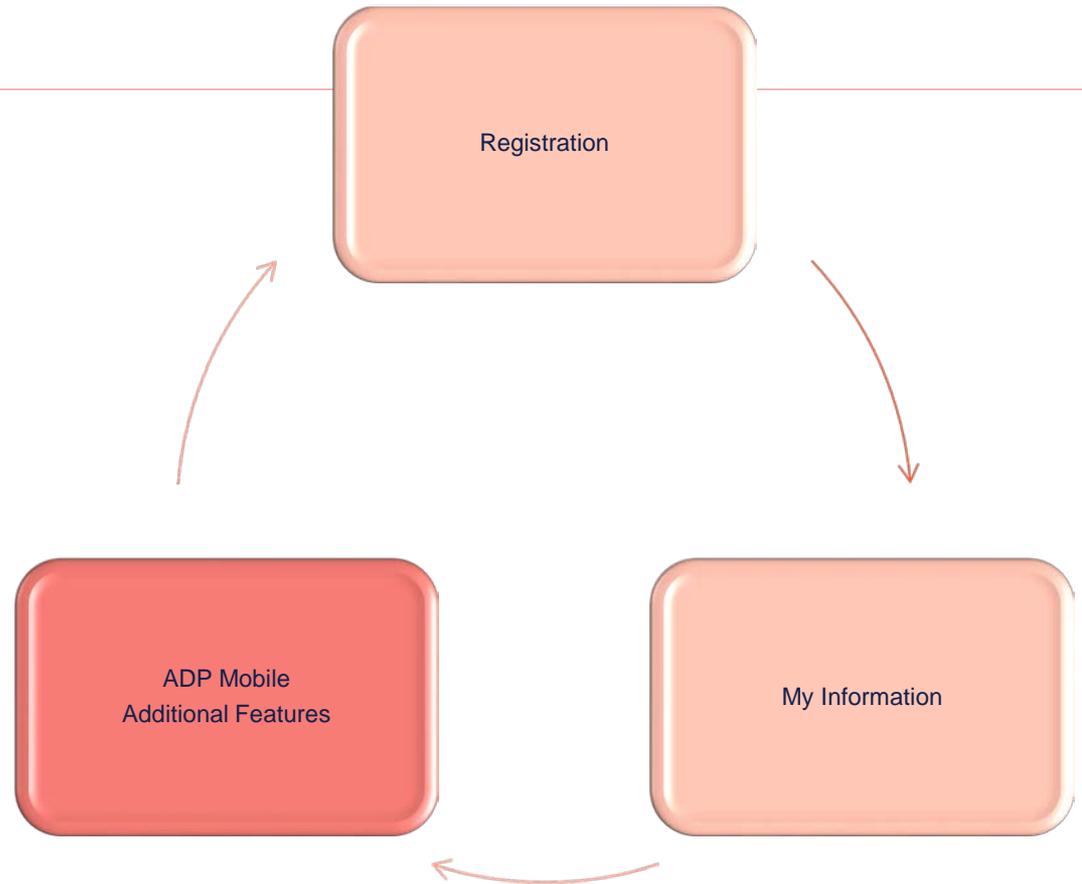
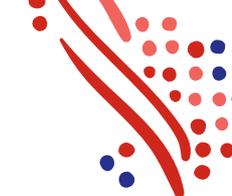
Confirmation Window

Do you want to acknowledge the policy?

[NO](#) [YES](#)

I certify that I have read the policy above. **You have successfully acknowledged the above Policy.**

[RETURN TO LIST](#)



ADP Mobile

ADP Mobile is available for employees/managers to view the same information that is on the ADP Workforce Now Portal. To download the application, visit the app store on your phone!



Connected virtually. Virtually anywhere.

The ADP Mobile App

ADP Mobile Solutions app can help you stay connected to the tools and information you need to get paid and understand your pay in an increasingly mobile world.

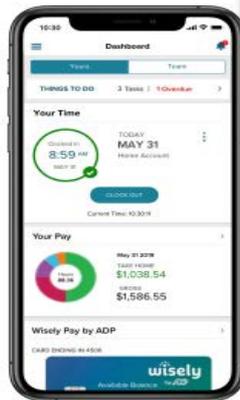
With the ADP Mobile Solutions app, you can:

- View pay statements and Forms W-2
- Manage direct deposit and tax withholding
- Compare pay data from multiple pay periods
- Update contact information, emergency contacts, skills, education and more
- Setup notifications to receive pay updates and important company communications
- View time off balances and submit/approve requests
- Clock in/out and submit time sheets
- View benefit plan information
- Change 401(k) contribution rate and view account performance
- Transfer funds to/from your pay card or deposit funds using mobile deposit functionality

For managers:

- Uncover workforce trends in areas such as turnover and overtime rates to help management improve decision making
- Approve time cards, time off, team calendars and manage your team from your phone
- And more!

Note: Feature availability may vary based on your employer. Touch ID available for Android and iOS; Face ID with applicable devices. ADP, the ADP logo and Always Designing for People are trademarks of ADP, LLC. Apple, the Apple logo and iPhone are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries. Google Play and the Google Play logo are trademarks of Google Inc. Copyright © 2019 ADP, LLC. All rights reserved.



How to Access

Download the app at:

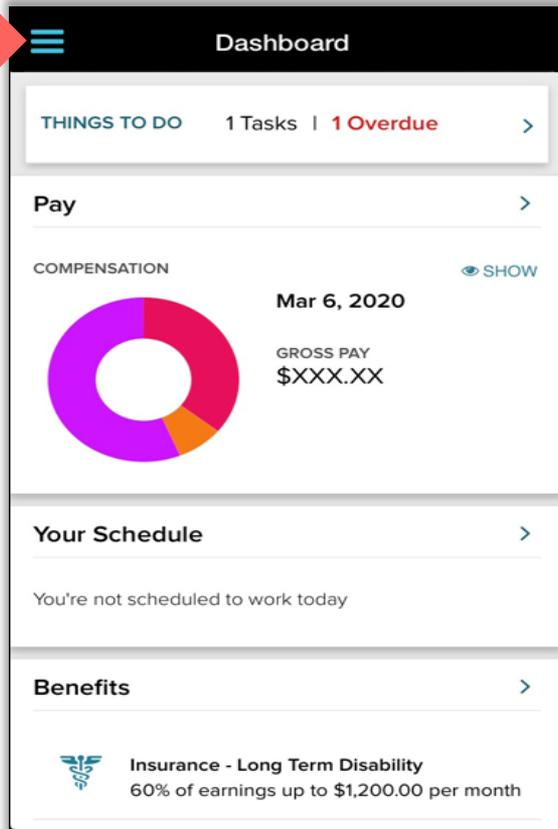


- **Register:** Create an account by selecting "New? Get Started" on the welcome screen of the ADP Mobile app. Follow instructions to register as a new user.
 - **Login:** During the first use of the mobile app, you will use your user name. For future access, select the option to use a password, fingerprint or face ID login.
- Minimum system requirements: The latest version of ADP Mobile Solutions is available through the Apple App Store and Google Play. Compatible with iPhone, iPad, Apple watch and iPod touch.

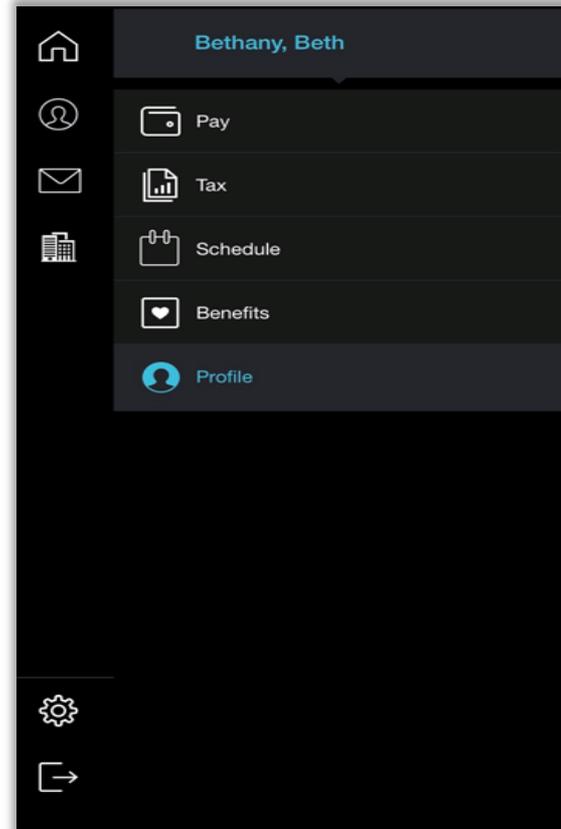
For more information, visit adp.com/gomobile



ADP Mobile - Dashboard



A screenshot of the ADP Mobile Dashboard. A red arrow points to the hamburger menu icon in the top left corner. The dashboard is titled "Dashboard" and features several sections: "THINGS TO DO" with 1 Task and 1 Overdue; "Pay" section with a "COMPENSATION" donut chart for "Mar 6, 2020" showing "GROSS PAY \$XXX.XX"; "Your Schedule" section stating "You're not scheduled to work today"; and "Benefits" section with "Insurance - Long Term Disability" at "60% of earnings up to \$1,200.00 per month".



A screenshot of the ADP Mobile profile menu. The user's name "Bethany, Beth" is at the top. The menu items are: "Pay", "Tax", "Schedule", "Benefits", and "Profile". A settings gear icon and a back arrow icon are located at the bottom of the menu.

ADP Mobile – Pay and Tax Screens

Pay

Date	Take Home	Gross Pay
Dec 31, 2019	\$0.00	\$0.00
Dec 31, 2019	\$1,362.26	\$2,496.00
Apr 19, 2019	\$0.00	\$50.00

Additional Benefits

- Tax Statements**
Directly access your tax documents
- Direct Deposit**
Get paid faster
- Tax Withholding**
Easily control your tax withholdings
- Go Paperless**
Sign up for paperless statements

SEND FEEDBACK

Tax Statements

You may see previous employer's tax statements. That's okay! This is because these statements are linked directly to your SSN and not just to the specific employer.


Come back here to see your tax information

Additional Benefits

- Tax Withholding**
Easily control your tax withholdings
- Go Paperless**
Sign up for paperless statements

SEND FEEDBACK



Parenting Deals



Grocery Coupons



Travel and Ticket Deals



Electronics



Gyms & Diet Plans

Did you know that your employees have access to ADP Discounts, powered by LifeMart? Employees value this wide variety of discounts available from movie tickets to childcare, plus:

- ✓ Access to discounts that are typically offered to only large size organizations
- ✓ Help your employees get more out of their paychecks
- ✓ National brands, local and daily deals
- ✓ Beyond just shopping, LifeMart offers deals on personal needs items and services such as: Child care, Senior care products, Tickets and Travel deals, Diet and Wellness offers, Pet products and more!

Tell your employees about LifeMart!

**Myself > Benefits > Employee
Discounts – LifeMart**

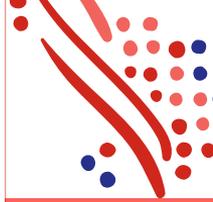


A value-added service that can provide discounts in the following areas:

- Travel
- Hotels
- Car rentals
- Tickets
- Electronics
- City attractions
- Tax prep
- Local coupons
- Home & auto
- Grocery
- Flowers & gifts
- Wedding
- Restaurants
- Apparel
- Education
- Parent deals
- Financial
- Retail stores
- Price deals
- Daily deals
- Popular offers



Questions





Thank You!

