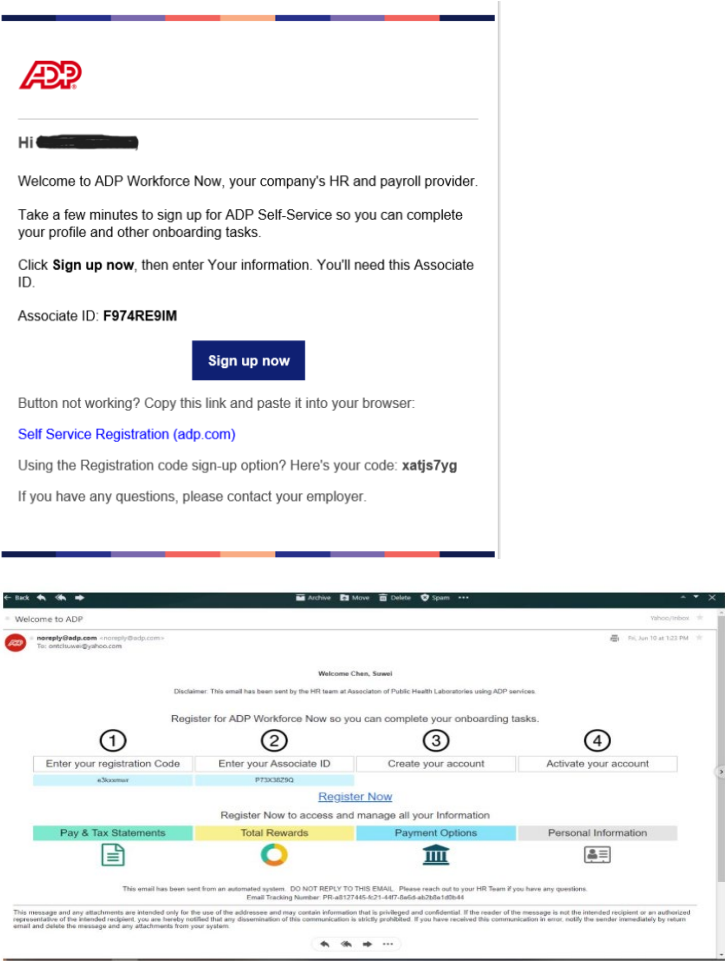


ADP ONBOARDING GUIDE

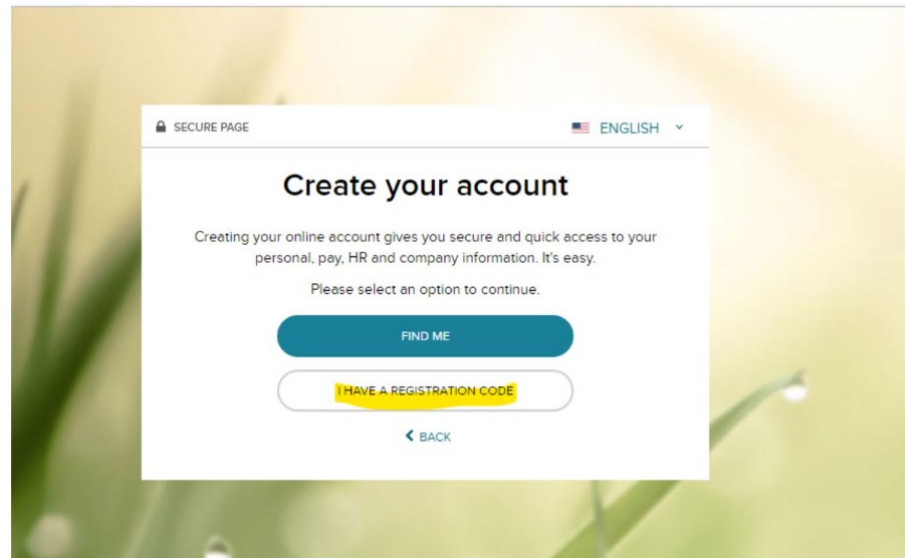
Please use this guide to help you with your ADP onboarding. Please do this on a computer and not a phone or tablet. Any browser should support the ADP platform, but we advise you to clear your cookies.

Please note that the screenshots below may not represent exactly what you see on your screen, however, the steps and required information are accurate.

Steps	Screenshot
1 You will receive an email from ADP that looks like one of these two screenshots. Note your unique registration code and associate ID. Click on either 'Register Now' or 'Sign up now.' <i>Keep in mind the registration code and associate ID in these screenshots are examples. Your welcome email will provide your unique code and ID.</i>	 The top screenshot is a plain text email from ADP. It includes the ADP logo, a greeting 'Hi [redacted]', a welcome message 'Welcome to ADP Workforce Now, your company's HR and payroll provider.', instructions to sign up for ADP Self-Service, a 'Sign up now' button, and an Associate ID 'F974RE9IM'. It also provides a registration code 'xatjs7yg' and a link to the Self Service Registration page. The bottom screenshot is a HTML email with a similar layout. It includes a progress bar with four steps: 1. Enter your registration Code, 2. Enter your Associate ID, 3. Create your account, 4. Activate your account. It also features a 'Register Now' link and icons for Pay & Tax Statements, Total Rewards, Payment Options, and Personal Information.

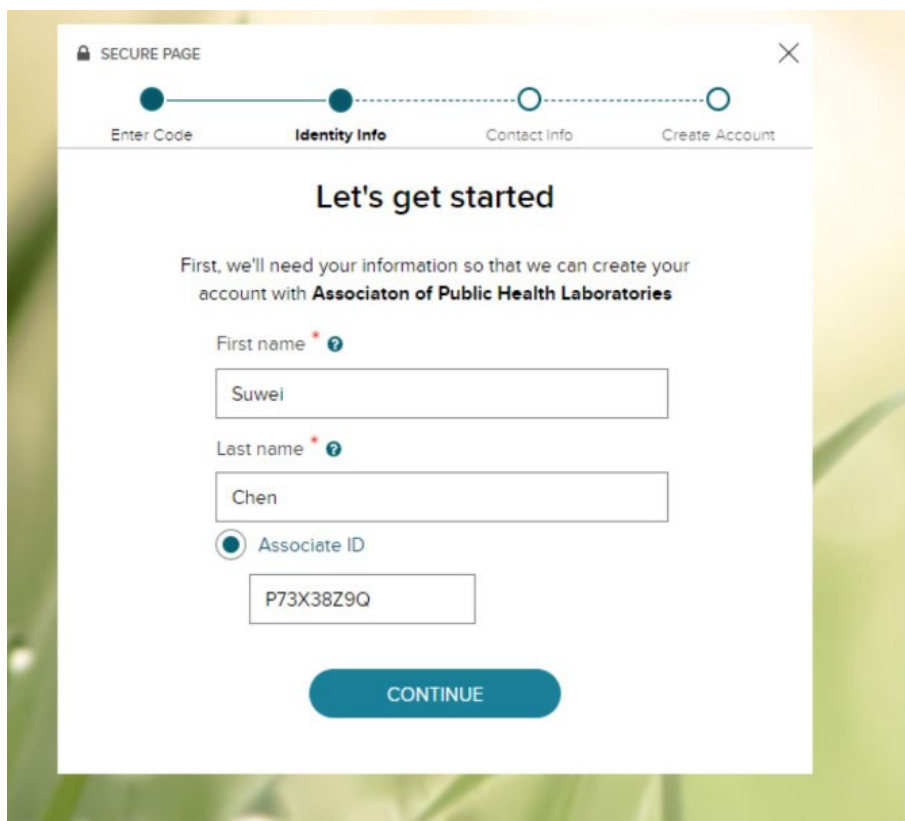
2

Enter your unique registration code which is in your ADP welcome email (see screenshots in step 1).



3

Type in your name and unique associate ID (see screenshots in step 1).



4

Fill in your contact information.

Please use a *personal* email (i.e. not connected to any laboratories, organizations or schools). Use a *cell phone* number and *not* a land line.

A screenshot of a 'SECURE PAGE' titled 'Help us protect your account'. It shows a progress bar with four steps: 'Enter Code', 'Identity Info', 'Contact Info' (current), and 'Create Account'. The 'Contact Info' section is titled 'Primary Contact Information' and explains that users enter a frequently used email and phone number to receive verification codes. There are two input fields: 'Email*' with a dropdown menu set to 'Personal' and the text 'ontclsuwe@yahoo.com', and 'Phone*' with a dropdown menu set to 'Personal, Mobile', a country code dropdown set to '+1', and a text input field. Below these fields is a link 'ADD BACKUP CONTACT INFORMATION' and a 'CONTINUE' button.

5

After entering your contact information, a code will be sent to your cell phone. Please type in that code here.

*****This code will be valid for 15 minutes.***

A screenshot of a 'SECURE PAGE' titled 'Enter verification code'. It shows a progress bar with four steps: 'Enter Code', 'Identity Info', 'Contact Info' (current), and 'Create Account'. The page states 'We sent a code by text message to7342. This code is valid for 15 minutes.' There is a 'Verification Code' label above a text input field. Below the input field is a 'CONTINUE' button. At the bottom, there is a link 'Didn't receive a code? REQUEST A NEW CODE'.

6

Create a user ID and password.

Please write these down so you do not forget them.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account' (which is the current step, marked with a checkmark). The main heading is 'One more step, Suwei!'. Below this, it says 'Let's set up the login information for your account with Association of Public Health Laboratories'. The form includes three input fields: 'Create UserID *' with the value 'SuweiChen', 'Create Password *' with masked characters, and 'Confirm Password *' also with masked characters. Each field has a green checkmark to its right. A green progress bar is shown below the password fields, labeled 'Very Strong (Add more characters to strengthen)'. At the bottom, there is a checkbox labeled 'Accept Terms and Conditions' which is checked, followed by the text 'I have read and agree to the Employee Access Terms and Conditions.' A large blue button at the bottom says '✓ CREATE YOUR ACCOUNT'.

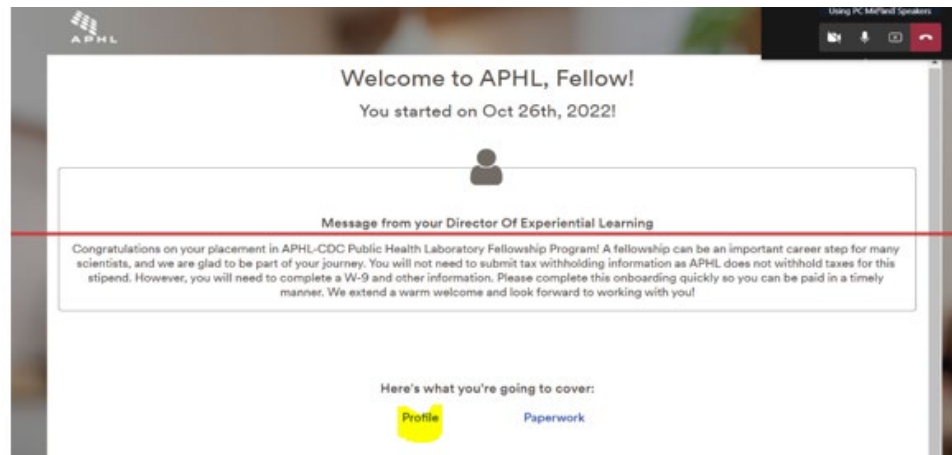
7

Click 'sign in now.'

The screenshot shows a 'SECURE PAGE' with a large green checkmark icon at the top. The main heading is 'Account created! Please sign in.' Below this, it says 'User ID: SuweiChen' with a copy icon. The text 'Now sign into ADP Workforce Now to access and manage your account.' is followed by a large blue button labeled 'SIGN IN NOW'. At the bottom, it says 'Stay connected with the ADP Mobile App to access your information on the go!' and features two buttons: 'Download on the App Store' and 'GET IT ON Google Play'.

8

Click on **'profile.'**



9

Fill out your personal information.

When prompted for Tax ID type, select United States social security.

10

Click **'Next'** on the bottom right

11

Add in your payment options to receive your direct deposit. If you are prompted to select the type of checking account (e.g. 40, 41), go ahead and select any label, it does not matter

This will need to be set up for stipends and other reimbursements to be paid to you.

12

The stipend payment schedule can be viewed in 'Documents.'

13

Access and upload a W-9 via the 'upload documents' section. Ensure the W-9 is filled out correctly, signed and dated.

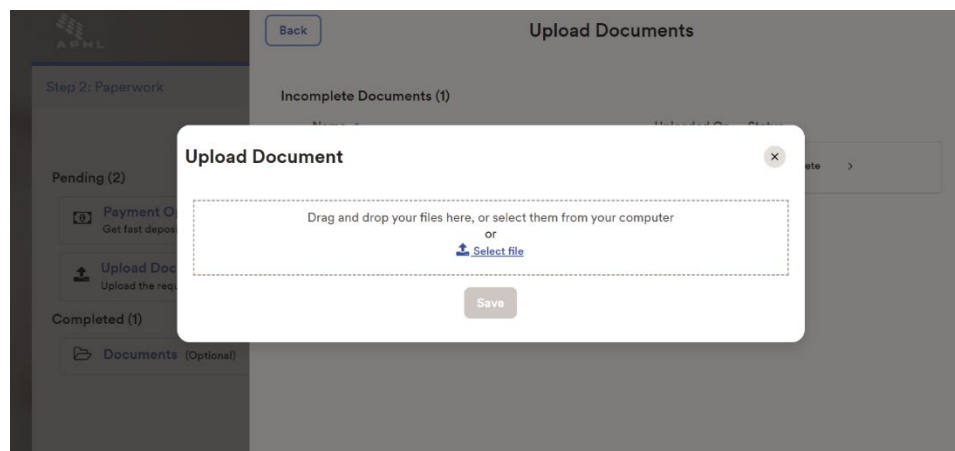
This is essential to completing the

onboarding process.

See the dropdown titled “How do I onboard and upload a W9 to ADP?” on this [webpage](#) for more support and an example of where to get the W-9 form as well as how to fill it out.

14

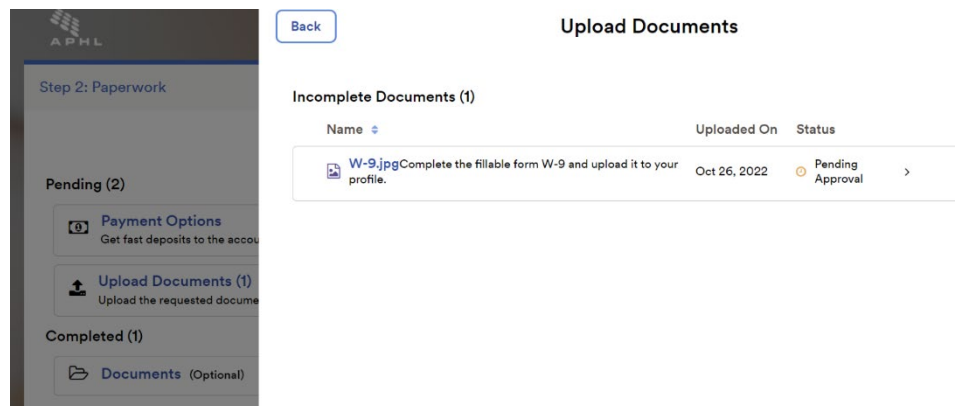
After filling out the W-9 and saving it as a PDF or JPG, click ‘select file.’ After attaching, click ‘save’ to upload.



15

If the W-9 is uploaded successfully, the status will read ‘Pending Approval.’

Accounting will verify your W-9 and then the status will change to ‘Approve.’ Approval can take up to three business days.



If your W-9 is not approved, accounting will send an alert through the ADP email. This email will provide details for the changes or additional information needed. Please keep an eye on your email. If you do not receive an email, that means you uploaded the W-9 correctly and there are no further actions to take.	
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