ADP Retirement Services

RETIREMENT USER GUIDE: YOUR ONLINE PLAN ACCOUNT

ADP

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WHO SHOULD USE THIS GUIDE?

Before you get started, Let's make sure this guide is right for you.

You should use this guide if:

✓ You are registering for an ADP User ID and Password through **My.ADP.com**

and

✓ You are a newly-hired employee who has never completed an online registration for an ADP User ID and password with any ADP product or service;

or

✓ You are newly-eligible for your company's retirement plan and never registered for an ADP User ID and password with any other ADP product or service;

or

✓ You are a current participant in your company's retirement plan who has not registered for an ADP User ID and password with any ADP product or service.

You do not need to use this guide if:

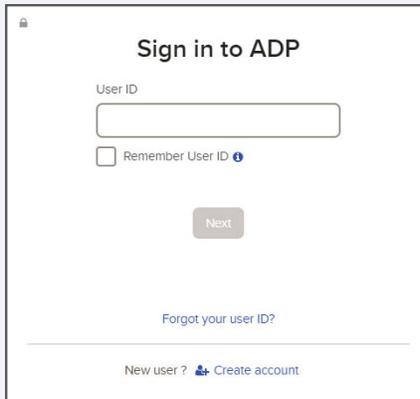✗ You have already registered an ADP User ID and password with another ADP product or service.

RETIREMENT PLAN ACCOUNT REGISTRATION

Follow the steps below to complete the online registration process to create your retirement plan account.

If your company offers other ADP products and services, you will be able to access all of your ADP accounts with one User ID and password.
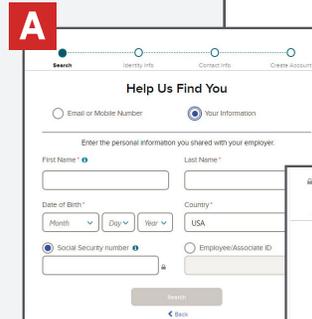
1

Select **New User? Create account.**

2

Select either **Find me** or **I have a registration code**

2A: If you select **Find me** you have the option to search for your information by entering your:
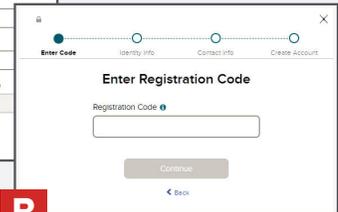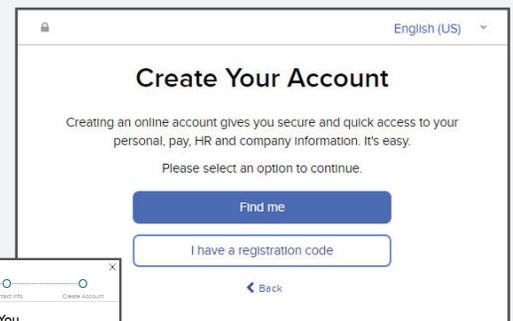
- email or mobile number
- First name, last name, date of birth, Social Security number or Employee/Associate ID

2B: If you select **I have a registration code** you will enter the registration code from your ADP Welcome/PIN letter.
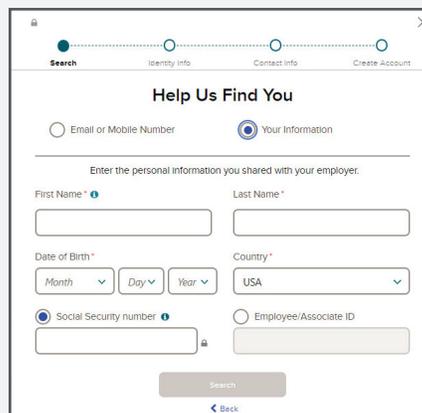
3

Protect your account.

As an added layer of account protection be sure to enter an active email address and mobile number. This will allow you to confirm your identify or recover your account login information, if necessary.

4

Final account creation

A few final steps are needed before your account is created:

1. Create your User ID and Password

2. Read and agree to the **Employee Access Terms and Conditions** and check the box

3. Click on **Create your account**

5

CONGRATULATIONS!

Your registration is now complete and you can start using your online retirement account.

Download the ADP Mobile Solutions App for quick and easy access to your retirement plan.[1]

Download on the App Store

GET IT ON Google Play

ADP also offers a mobile website for employees with unsupported devices.

Visit https://adp.com or scan the QR code from the camera on your phone.

If Mobile is enabled for other ADP products, additional features will be displayed on the dashboard.

1 Sign in using the same ID and password you use for the participant website or any additional ADP services. If you have not previously registered for login credentials, please register in the participant website

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