



## 2026 MONTHLY MEDICAL, DENTAL & VISION PREMIUMS

### For COBRA Participants

**COBRA Monthly Premiums Effective January 1, 2026**

Coverage Category	Employee Only	Employee + Spouse	Employee + Child(ren)	Family
<b>Medical Options</b>				
Bronze HSA Medical Plan	\$843.11	\$1,854.85	\$1,517.61	\$2,613.66
Silver HSA Medical Plan	\$871.77	\$1,917.90	\$1,569.19	\$2,702.49
Gold PPO Medical Plan	\$912.18	\$2,006.79	\$1,641.92	\$2,827.75
<b>Dental Options</b>				
Delta Dental Low	\$29.05	\$58.10	\$65.50	\$101.63
Delta Dental High	\$43.56	\$87.12	\$115.32	\$173.06
<b>Vision Options</b>				
EyeMed	\$6.45	\$11.77	\$11.46	\$15.85
EyeMed Enhanced	\$19.28	\$35.20	\$34.27	\$47.41

Wex is our COBRA administrator.

You will receive a COBRA election notice through U.S. Mail to your address of record once your termination of employment or other COBRA qualifying event is processed. Refer to the [Summary of Benefits When Your Employment Ends](#) for additional information.

For more information about your Medical, Dental & Vision benefits please go to [dfinsolutionsbenefits.com](http://dfinsolutionsbenefits.com).

#### Questions?

Please go to [myDFINbenefits.com](http://myDFINbenefits.com) or call the Benefits Center at 1-877-308-1464, M – F, 7:30 a.m. – 6:00 p.m. CT

Benefit	Coverage Information
Health Care Coverage / COBRA	<p><b>Active health insurance coverage ends at midnight on the day in which you separate from your employment.</b> If your separation is determined to be a qualifying event under COBRA, you, your covered spouse/domestic partner and dependent child(ren), if any, will have an independent right to elect to continue medical, dental and vision coverage (known as "COBRA coverage") under the plan for up to 18 months from the date of your qualifying event. (In certain instances, this 18-month period may be extended to 36 months.) You and your eligible dependents, if any, will be able to continue with the same benefits you had prior to your separation from employment.</p> <p>Wex Health is our COBRA administrator. For questions or information on how to enroll, please go to <a href="http://mypremiumbill.com">mypremiumbill.com</a> or call the Benefits Center at 1-877-308-1464. You will receive a COBRA notice through U.S. Mail to your address of record within two weeks of when Wex Health receives notification of your separation of employment. The COBRA election notice will outline coverage options and premium amounts.</p> <p>You must decide to elect continuation coverage within 60 days from the later of the loss of coverage date, or the notification date of your rights. Your initial COBRA continuation coverage premium is due by the 45th day after coverage is elected. All other payments are due on the first day of the month for which you are buying coverage, subject to a 30-day grace period. Wex Health can accept checks and online payments. There is also an option to set up automatic direct debit. Wex Health cannot process payments over the phone or by using credit cards. Please note that claims and prescriptions cannot be paid until your COBRA payment is received.</p>
401(k) Savings Plan	<p>You are no longer able to make contributions to the Savings Plan once your employment ends. You will receive a Separation from Service Notice through U.S. Mail to your address of record after your separation of employment. The Separation from Service Notice will outline your account information and include a Special Tax Notice regarding rollovers and related tax consequences.</p> <p>You will be entitled to receive the full vested value of your account upon separation. Contact Empower to request a distribution or rollover of your eligible account balance. If you elect to receive a distribution from your account, payment in cash or direct rollover will be made no sooner than 30 days after you terminate your employment.</p> <p>If you terminate employment with the Company, your ability to make loan payments through payroll deductions will generally end. However, you may elect to repay the loan in full, or continue to make monthly loan payments to Empower via ACH. If you do not elect, and follow through with, one of these options, any outstanding loan balance will be considered in default at the end of the subsequent calendar quarter and will be treated as a taxable distribution from the Plan.</p> <p>Contact Empower Retirement™ for further information.</p>

Benefit	Coverage Information
<b>Commuter Program</b>	<p>Wex Health will automatically receive your termination information and cancel your eligibility to participate in the commuter program. Any scheduled recurring commuter orders will be cancelled on the date of your termination or the date that Wex Health receives notice of your termination date, whichever date is later.</p> <p>Depending on when Wex Health receives notice of your termination date, <b>there is a possibility you could be charged for an additional month of commuter benefits.</b> To ensure this does not occur, <b>cancel your recurring monthly commuter election following your termination.</b> You can do this by calling the benefits center at <b>1-877-308-1464</b> or logging onto <a href="http://myDFINbenefits.com">myDFINbenefits.com</a> and cancelling any elections that may be set to order for the next month. The benefit election cut-off date is the 10<sup>th</sup> day of each month for the next month's commuter benefit.</p>
<b>Dependent Care Flexible Spending Account (FSA)</b>	<p>You may submit eligible expenses up to the amount available in your current Dependent Care FSA as of your separation effective date.</p> <p>You have until March 31 of the year following your separation date to submit eligible expenses for reimbursement, provided the services occurred before your separation date. Any remaining funds left in the Dependent Care FSA at that time will be forfeited.</p> <p>Contact the DFIN Benefits Center for further information.</p>
<b>Employee Assistance Program (EAP)</b>	<p>EAP coverage ends at midnight on the day on which you separate from your employment, except if COBRA continuation coverage is available and elected. The EAP does not extend benefits for services completed after coverage ends or pay benefits for any service that begins after coverage ends. This applies even if the services began while you were covered under the EAP and you received a prior authorization for such services.</p> <p>Contact Carelon Behavioral Health for further information.</p>
<b>Group Term Life/AD&amp;D and Voluntary Term Life Insurance Coverage</b>	<p>Coverage ends on your last day worked. If you are currently covered, you generally have 31 days from the separation effective date to port or convert your current coverage.</p> <p>You can log onto <a href="http://www.prudential.com/mybenefits">www.prudential.com/mybenefits</a> (company code: 52179) under the forms section, to access the conversion or portability request form.</p> <p>Contact Prudential for further information.</p>

Benefit	Coverage Information
<b>Health Care Flexible Spending Account (FSA)</b>	<p>Your FSA debit card will be deactivated as of your separation effective date. You may continue to submit eligible expenses to Smart-Choice for your Health Care FSA up to the full amount of your annual election, less any amount that has already been reimbursed, provided the services were incurred on or prior to your separation effective date. You have until March 31 of the year following your separation effective date to submit eligible expenses for reimbursement if the dates of services for which reimbursement is requested are prior to your separation effective date.</p> <p>You have the option of continuing your Health Care FSA until the end of the year in which you separate from employment by making a COBRA election. If you elect COBRA continuation coverage, you can only make after-tax contributions to your FSA account since you will no longer have payroll deductions. If no COBRA election is made, any remaining funds left in the Health Care FSA after March 31 of the year following your separation effective date will be forfeited.</p> <p>Contact the DFIN Benefits Center for further information.</p>
<b>Health Savings Account (HSA)</b>	<p>Your HSA is owned by you and any funds in the account, including employer and/or employee contributions, belong to you regardless of your employment status. You can continue to use your HSA for qualified health expenses, although you will no longer be able to contribute to your HSA through payroll deductions.</p> <p>If you continue to be enrolled in a high deductible health plan, you can still contribute to your HSA, whether you continue your Donnelley Financial Solutions coverage through COBRA or you enroll in a new high-deductible health plan. Keep in mind that nominal bank fees may apply if you are no longer enrolled in your HSA through Donnelley Financial Solutions.</p> <p>Contact Optum Bank for further information.</p>
<b>Pension Plan</b>	<p>Once you terminate employment, you will no longer be considered employed for purposes of accruing additional vesting service under the Donnelley Financial Pension Plan (the "Pension Plan") or for any other purpose of the Pension Plan. When you are eligible to begin your pension benefit, you may request a benefit package containing election paperwork from the <a href="#">Banner Life Insurance Company ("Legal &amp; General")</a> or <a href="#">William Penn Life Insurance Company of New York</a> (NY residents only) website or call directly. You will be eligible to begin your pension benefit when you have satisfied any age and service requirements applicable under the Pension Plan.</p> <p>If you are eligible for any benefits from the Donnelley Financial Unfunded Supplemental Pension Plan (the "Supplemental Pension Plan"), contact <a href="#">Milliman</a> to request a benefit package containing election paperwork. You will be eligible to begin your supplemental pension benefit when you have satisfied any age and service requirements applicable under the supplemental pension plan.</p>

Benefit	Coverage Information
<b>Short-term Disability (STD) and Long-term Disability (LTD) Insurance Coverage</b>	<p>STD coverage generally ends on your last day worked except due to a qualified separation in accordance with the Donnelley Financial Separation Pay Plan. LTD benefits continue regardless of your employment status if you remain disabled.</p> <p>Contact the vendor directly for further information.</p>
<b>Vacation Days (Hourly Employees Only)</b>	<p>Except in locations where state law provides otherwise (e.g. California):</p> <p>Upon separation, you will be paid for vacation that you earned but did not use. This should be calculated by multiplying your monthly vacation hours accumulated by the number of months you worked and subtracting the number of hours you have used. This applies to both salaried and hourly employees.</p> <p>As an example, an employee whose standard workweek is 37.5 hours with 11 years of service who separates on October 16th and who has used six days of vacation would be given credit for 49 hours to be paid out. This is calculated as follows:</p> <ul style="list-style-type: none"> <li>Employee earns 1.25 vacation days per month x 7.5-hour days = 9.375 hours per month.</li> <li>Employee is given credit for 10 months due to termination date of October 16th.</li> <li>Employee has earned 93.75 hours and has taken 45 hours of vacation (six days x 7.5 hours/day).</li> <li>Employee would receive (93.75 hours – 45 hours = 48.75 hours) 49 hours to be paid on the final check.</li> </ul> <p><i>Refer to Vacation Policy or Vacation Policy California for more details</i></p>
<b>Voluntary/Supplemental Benefits</b>	<p>Your voluntary/supplemental benefits are generally portable, meaning you can take them with you if your employment status changes, if you continue paying the premium. However, certain eligibility requirements and limitations may apply.</p> <p>If you are participating in any of the voluntary or supplemental health care programs and wish to continue your coverage, contact MetLife directly.</p>
<b>WorkTango</b>	<p>Unused points will be distributed via digital prepaid MasterCard gift card.</p>

*\*Disclaimer: This summary only provides the highlights of the benefits provisions. It is not intended to be a complete explanation. To learn more about the benefits described above, please refer to the SPDs which are posted on [dfinsolutionsBenefits.com](http://dfinsolutionsBenefits.com). If there is a conflict between this summary and an SPD or legal plan document, the SPD or legal plan document will govern.*



For Questions About...	Contact...	At...
<b>Workforce Reduction Separation Pay</b>	Your HR Manager	Your location
<b>Health &amp; Welfare Benefits – General (includes COBRA)</b>	DFIN Benefits Center	1-877-308-1464 <a href="http://myDFINbenefits.com">myDFINbenefits.com</a>
<b>Medical Benefits</b>	BlueCross BlueShield of Illinois	1-888-895-6981 <a href="http://www.bcbsil.com">www.bcbsil.com</a>
<b>Prescription Drugs</b>	CVS/Caremark	1-800-268-5187 <a href="http://www.caremark.com">www.caremark.com</a>
<b>Dental Benefits</b>	Delta Dental	1-800-323-1743 <a href="http://www.deltadentalil.com">www.deltadentalil.com</a>
<b>Vision Benefits</b>	EyeMed Vision	1-866-723-0514 <a href="http://www.eyemed.com">www.eyemed.com</a>
<b>Health Savings Account (HSA)</b>	Optum Bank	1-866-234-8913 <a href="http://www.optumbank.com">www.optumbank.com</a>
<b>Flexible Spending Account (FSA)</b>	Wex Health	1-877-308-1464 <a href="http://myDFINbenefits.com">myDFINbenefits.com</a>
<b>Life Insurance</b>	Prudential Life Insurance	1-800-778-3827 <a href="http://www.prudential.com/mybenefits">www.prudential.com/mybenefits</a> NOTE: Company Code is 52179
<b>Disability</b>	The Hartford	1-855-427-5658 <a href="http://AbilityAdvantage.TheHartford.com">AbilityAdvantage.TheHartford.com</a>
<b>Voluntary/Supplemental Benefits</b>	MetLife	1-800-GET MET8 (1-800-438-6388) <a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a>
<b>Employee Assistance Program (EAP)</b>	Carelon Behavioral Health	1-877-409-1508 <a href="http://www.carelonwellbeing.com/dfs">www.carelonwellbeing.com/dfs</a>
<b>Supplemental Short-Term Disability</b>	Colonial Life	1-866-549-0730 <a href="http://www.visityouville.com/en/DFS">www.visityouville.com/en/DFS</a>



For Questions About...	Contact...	At...
<b>Pension Plan</b>	Banner Life Insurance Company (Pension Plan Benefits)	1-800-664-6129 <a href="http://www.LGAmerica.com/retirement">www.LGAmerica.com/retirement</a>
	William Penn Life Insurance Company of New York (Pension Plan Benefits)	1-855-914-9123 (NY residents only) <a href="http://www.LGAmerica.com/retirement">www.LGAmerica.com/retirement</a>
	Milliman Pension Service Center (Supplemental Plan Benefits only)	1-866-767-1212 <a href="http://www.MillimanBenefits.com">www.MillimanBenefits.com</a>
<b>401(k) Savings Plan</b>	Empower Retirement™	1-844-243-4773 <a href="http://www.empower-retirement.com/participant">www.empower-retirement.com/participant</a>
<b>Commuter Benefit</b>	Wex Health	1-877-308-1464 <a href="http://myDFINbenefits.com">myDFINbenefits.com</a>
<b>Online benefits resource with up-to-date benefits information, SBCs, SPDs, SMMs</b>		<a href="http://dfinsolutionsbenefits.com">dfinsolutionsbenefits.com</a>
<b>W-2 Statements for DFIN-issued wages</b>		<a href="https://w2.adp.com">https://w2.adp.com</a>

#### Address Changes after Your Employment Ends

If you choose to elect COBRA coverage, please ensure that your address on file with DFIN is updated in SuccessFactors by contacting your Human Resources Manager.

# Options for your 401(k)

## **What do I do with my Donnelley Financial Savings Plan account?**

When you change jobs or retire, you have an important decision to make: What should you do with the money you've saved in your retirement plan account? Here's a look at the choices that may be available to you:

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### **1 Leave your money where it is**

If the plan allows, you may be able to leave your money where it is. The downside to this option is that you'll no longer be able to contribute to your account after you leave your job, and you won't be eligible for any contributions your former employer might elect to make in the future.

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### **2 Roll over your funds into an IRA**

You may be able to roll over some or all of your account balance to a traditional IRA, including the Empower Premier IRA — giving you the benefits of continued tax-deferred saving, new investment choices and flexibility. Consider all your options and their features and fees before moving money between accounts. *Initial and/or annual fees may apply.*

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### **3 Roll over your funds into your new employer's plan**

You may be able to roll over some or all of your account balance to your new employer's plan (if permitted by the plan). This option would allow you to contribute to your new plan and be eligible for employer contributions (if applicable).

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### **4 Take your assets in cash**

You also have the option of taking a cash distribution, but keep in mind that the money you withdraw may be subject to federal and state taxes and an early withdrawal penalty if you're under the age of 59½. Not to mention, cashing out your account means you'll have to start over with regard to preparing for retirement. See the example on the next page to understand what this option may cost you.

	<b>CASH DISTRIBUTION</b>	<b>ROLLOVER TO IRA/ELIGIBLE PLAN</b>
Retirement account balance	\$27,800	\$27,800
20% federal income taxes	\$5,560	—
10% early withdrawal penalty <sup>1</sup>	\$0	—
Ending balance	\$22,400	\$27,800

FOR ILLUSTRATIVE PURPOSES ONLY. This hypothetical example assumes a single tax filer under the age of 59½, a 20% federal income tax bracket, and 5% state and local income taxes. State locality tax withholdings are different and may not apply to a distribution.

**For more information, contact us ➤ 844-243-4773 or visit [empowerinvesting.com](http://empowerinvesting.com)**

<sup>1</sup> Withdrawals are subject to ordinary income tax. A 10% early withdrawal penalty may apply to withdrawals made prior to you reaching age 59½. The 10% early withdrawal penalty does not apply to eligible governmental 457(b) plan withdrawals.

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**Unless otherwise noted: Not a Deposit | Not FDIC Insured | Not Bank Guaranteed | Funds May Lose Value | Not Insured by Any Federal Government Agency**



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for People™

## Employee Guide to Employment Verification Service

ADP Employment Verification, powered by The Work Number® from Equifax, privately and securely provides automated income and employment verifications to help keep your life moving! No more searching for paystubs!

If the banker, the property manager, the car dealer or caseworker asks you how much money you make or to prove where you work, just tell them to go to [www.theworknumber.com](http://www.theworknumber.com).

Why? Because your employer has opted to have The Work Number provide this information to help you get the decisions you need 24 hours a day, 7 days a week.

If someone, such as a mortgage lender, property leasing company, a financial institution, or a government agency, needs help, direct them to:

**[www.theworknumber.com](http://www.theworknumber.com)**

**800-367-5690 M-F 8:00 am to 8:00 pm (ET)**

**[member@Equifax.com](mailto:member@Equifax.com)**

### What can [theworknumber.com](http://www.theworknumber.com) do for me?

#### Get an Employment Data Report (EDR):

You are entitled under the Fair Credit Reporting Act (FCRA) to receive a free credit report every twelve months, so you can see your personal information and who requested it. We want you to be able to see this report so here's how:

Go to [www.theworknumber.com](http://www.theworknumber.com) and click on "Solutions" then "Employment Data Report" to learn more. Or, you may call our EDR Request Line: 866-604-6570

#### Ask for Data Dispute Assistance:

If you notice something inaccurate on your Employment Data Report (EDR), call The Work Number Employee Service Center for assistance:

**866-222-5880 M-F 8:00 am - 8:00 pm (ET)**

TTY- hearing impaired: 800-424-0253

The Employer Code is 106458



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## **Want to freeze your information available to Verifiers? Ask for an Employment Data Freeze:**

If you would like to put a freeze on your employment information available to Verifiers, call The Work Number Employee Service Center for assistance:

- 866-222-5880 M-F 8:00 am - 8:00 pm (ET)
- TTY- hearing impaired: 800-424-0253

The Employer Code is 106458

## **How Do I Login to The Work Number?**

- Start by going to [www.theworknumber.com](http://www.theworknumber.com)
- Select “Log In” and follow the simple prompts
- Enter the Employer code 106458
- If this is your first time – pick “Register Now”
- If you are a returning user – enter your username and password
- The screen prompts will walk you through all the steps to help verify your identity and keep your account private while offering helpful messages if you have problems

## **We're Here to Help!**

Have questions? Or Need to talk to someone? For assistance contact The Work Number Employee Service Center at:

866-604-6572 M-F 8:00 am - 9:00 pm (ET)

TTY- hearing impaired: 800-424-0253



## How Can the EAP Help You?

Call the EAP for guidance and support managing work and life, including:

- Achieving personal goals
- Finding care for an aging relative
- Sorting through legal matters
- Resolving conflicts
- Improving health such as weight loss, stress management or quitting smoking
- Planning for a strong financial future
- Strengthening relationships
- Improving communication skills
- Planning for life events such as a marriage or birth of a child

## YOUR EMPLOYEE ASSISTANCE PROGRAM

Call for confidential support or information any time, day or night.

**1-877-409-1508**

[www.achievesolutions.net/dfs](http://www.achievesolutions.net/dfs)

 **carelon**



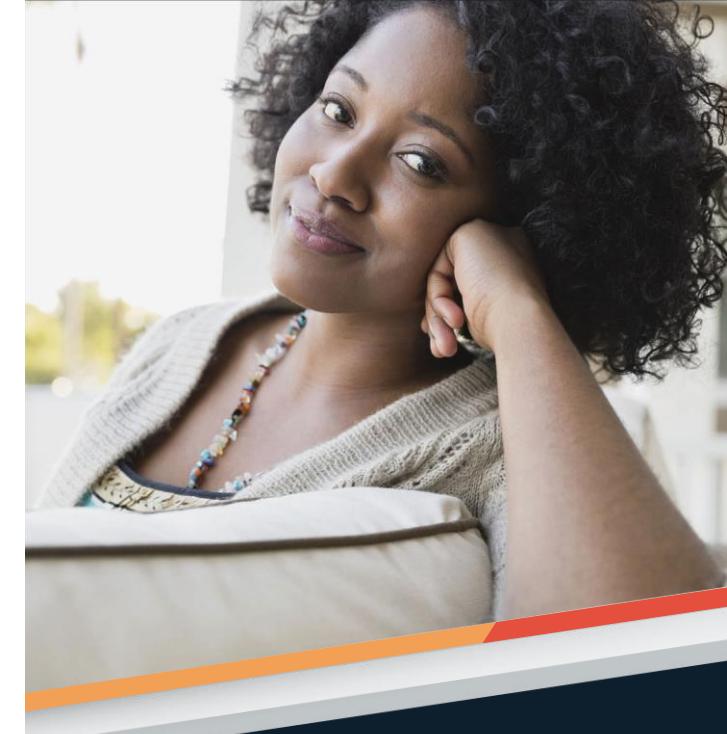
### Privacy is a priority

The EAP upholds strict confidentiality standards. Your personal information is kept confidential in accordance with federal and state laws. No one will know you have accessed the program services unless you specifically grant permission or express a concern that presents a legal obligation to release information (for example, if it is believed you are a danger to yourself or to others).

**(877) 409-1508**

To access Achieve Solutions, go to:  
[www.achievesolutions.net/dfs](http://www.achievesolutions.net/dfs)

*This brochure is for informational purposes only and does not guarantee eligibility for program services. Beacon Health Options services do not replace regular medical care. In an emergency, seek help immediately.*



## LIFE SOLUTIONS: EAP & WELLNESS RESOURCES

CONFIDENTIAL SUPPORT  
FOR WORK AND LIFE

 **carelon**

# BENEFITS OF THE EAP INCLUDE:

## COUNSELING SERVICES

Talk one-on-one with an experienced, licensed counselor for support with stress management, strengthening relationships, work/life balance, grief and loss, and more. You can access a counselor face-to-face, online or by phone—whichever is most convenient for you. As with all EAP services, your conversation will be strictly confidential.

## LEGAL SERVICES

- Divorce
- Landlord and tenant issues
- Real estate transactions
- Wills and power of attorney
- Civil lawsuits and contracts
- Identity theft recovery

## FINANCIAL SERVICES

- Saving for college
- Debt consolidation
- Mortgage issues
- Estate planning
- General tax questions
- Retirement planning
- Family budgeting

## WORK/LIFE SERVICES

- **Care services:** adult care, caregiver support, child care, special needs care, summer camps, holiday child care and back-up care
- **Education services:** education resources including preschools, public and private schools, tutors and test preparation, financing, and continuing education
- **Growing family services:** information on parenting, adoption, pregnancy, nursing, returning to work and infertility
- **Convenience services:** help with consumer issues, emergency services, home maintenance and repair, pet care, relocation, community volunteering and more



We help people live their lives to the fullest potential.

## HOW THE EAP WORKS

- **Access is easy and there's no cost to you.** Whether the issue is large or small, simply go online or call the toll-free phone number on this brochure any time, day or night.
- **Staffed by professionals.** EAP professionals are highly trained and qualified. The information you receive is accurate, up to date and relevant to your particular circumstances.
- **Your call is private.** Your personal information is kept confidential in accordance with federal and state laws.

## ONLINE RESOURCES

Visit the Achieve Solutions website to access articles and tools such as videos, calculators and quizzes to help you improve your health and manage life events. You can also search for service providers in your area. The site is available in English and Spanish.

Topics include:

- Depression
- Strengthening marriage and relationships
- Stress management
- Anxiety
- Conflict management
- Weight management
- Communication

## YOUR EMPLOYEE ASSISTANCE PROGRAM

Resources, referral and support services for personal success:

- Work/life balance
- Fulfilling relationships
- Achieving personal goals
- Healthy living
- Financial stability
- Resilience
- Managing life events
- Recovery



# Employee Portal Registration Directions

## With Organizational Code



In order to access your pay stubs on the ADP Portal, you will have to complete a registration. This is a one-time registration. Please follow the instructions below to gain access to the new system.

After January 2, 2018, you will be able to access your pay stubs using the Payroll Tile on the Employee Central homepage.

**Should you encounter any issues with your registration**, please contact the ADP Employee Support Center at (855)547-8508. They are available Monday through Friday, 8:00am – 11:30pm ET.

Thank you!

### Registration Instructions:

1. Access the ADP service website - <https://workforcenow.adp.com>, and click First Time User? **Register Here**.
2. On the **Create your Account** screen, enter the organizational registration code **dfSCO-2017**.
3. Enter your personal identity information.
4. Enter a primary email address and primary mobile number(s) to reach you.
5. Complete additional verification, if required.
  - a. Option 1 – Get and Enter a Code within 15 Minutes. If your email address or mobile phone number is unique within your organization, and you have access to it.
  - b. Option 2 – Answer Identity Questions. If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.
6. Add contact email address(s) and mobile number(s) to your account.
7. Set up your user ID, password, and select security questions and answers. (Be sure to take note of your password!)
8. Click Register Now. You will see a confirmation page. Use your user ID and password to access your ADP service(s).

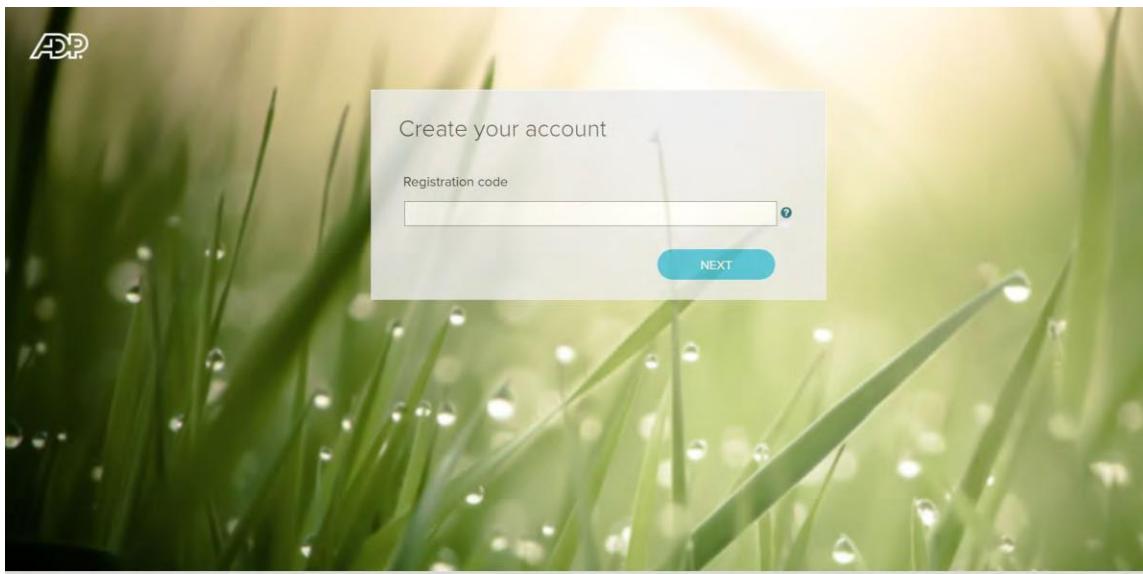
# Employee Portal Registration Directions With Organizational Code

## Registration Instructions (with images):

1. Access the ADP service website - <https://workforcenow.adp.com>, and click First Time User? **Register Here**.



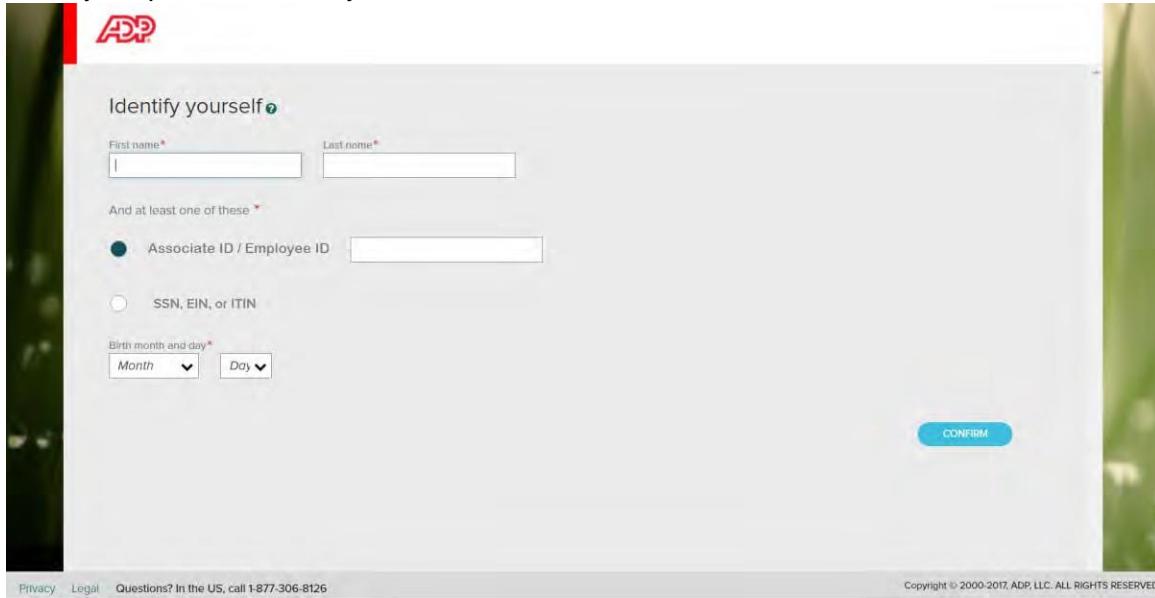
2. On the **Create your Account** screen, enter the organizational registration code [dfSCO-2017](#).



# Employee Portal Registration Directions

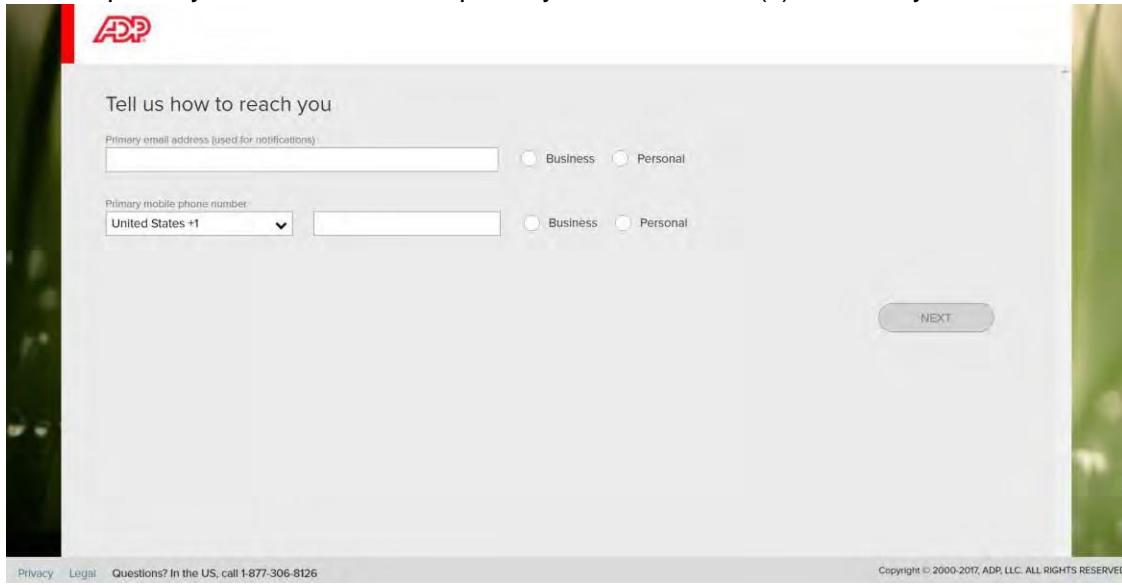
## With Organizational Code

3. Enter your personal identity information.



The screenshot shows the 'Identify yourself' step of the ADP Employee Portal registration. It features fields for First name\* and Last name\*. Below these, a section titled 'And at least one of these' contains two radio buttons: 'Associate ID / Employee ID' (selected) and 'SSN, EIN, or ITIN'. There are dropdown menus for Birth month and day\*. A 'CONFIRM' button is located in the bottom right corner. The footer includes links for Privacy, Legal, and a toll-free number, along with a copyright notice: 'Copyright © 2000-2017, ADP, LLC. ALL RIGHTS RESERVED.'

4. Enter a primary email address and primary mobile number(s) to reach you.

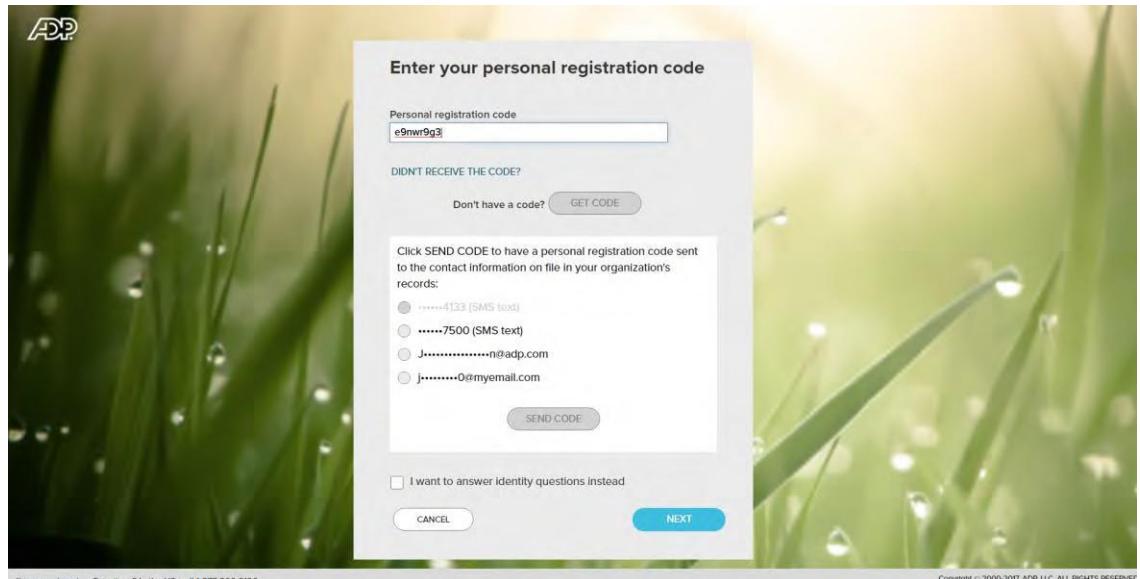


The screenshot shows the 'Tell us how to reach you' step of the ADP Employee Portal registration. It includes fields for Primary email address (used for notifications) and Primary mobile phone number. Each field has a dropdown for selecting Business or Personal use. A 'NEXT' button is located in the bottom right corner. The footer includes links for Privacy, Legal, and a toll-free number, along with a copyright notice: 'Copyright © 2000-2017, ADP, LLC. ALL RIGHTS RESERVED.'

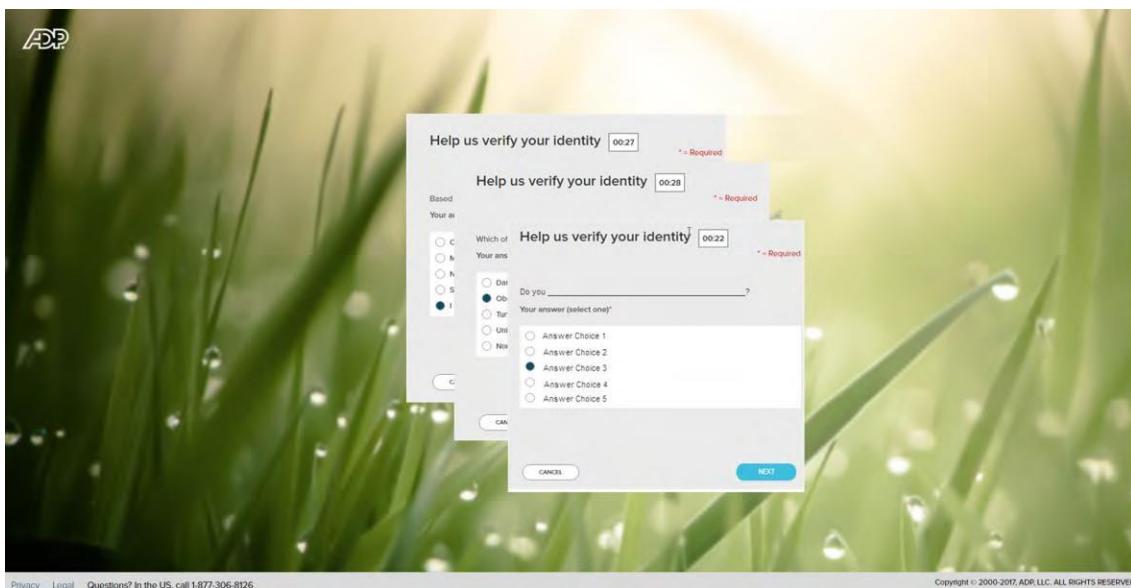
5. Complete additional verification, if required.

- a. Option 1 – Get and Enter a Code within 15 Minutes. If your email address or mobile phone number is unique within your organization, and you have access to it.

# Employee Portal Registration Directions With Organizational Code



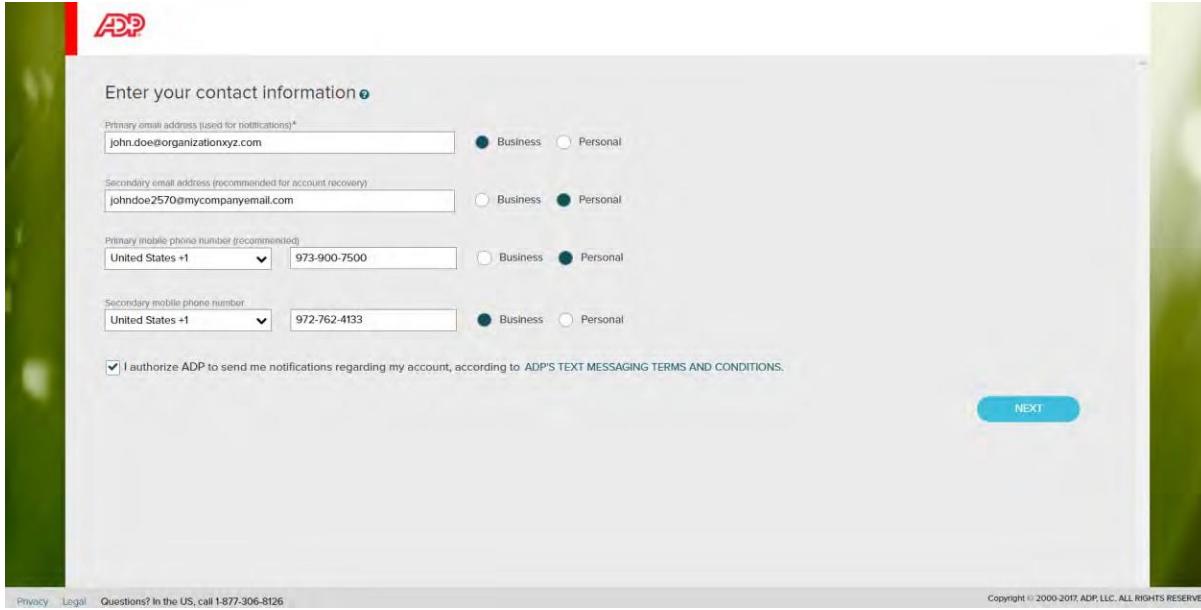
b. Option 2 – Answer Identity Questions. If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.



# Employee Portal Registration Directions

## With Organizational Code

6. Add contact email address(s) and mobile number(s) to your account.



The screenshot shows the 'Enter your contact information' step of the registration process. It includes fields for Primary and Secondary email addresses, Primary and Secondary mobile phone numbers, and checkboxes for Business or Personal use. A checkbox for accepting ADP's text messaging terms is present, along with a 'NEXT' button.

Primary email address (used for notifications)\*  
john.doe@organizationxyz.com  Business  Personal

Secondary email address (recommended for account recovery)  
johndoe2570@mycompanyemail.com  Business  Personal

Primary mobile phone number (recommended)  
United States +1 973-900-7500  Business  Personal

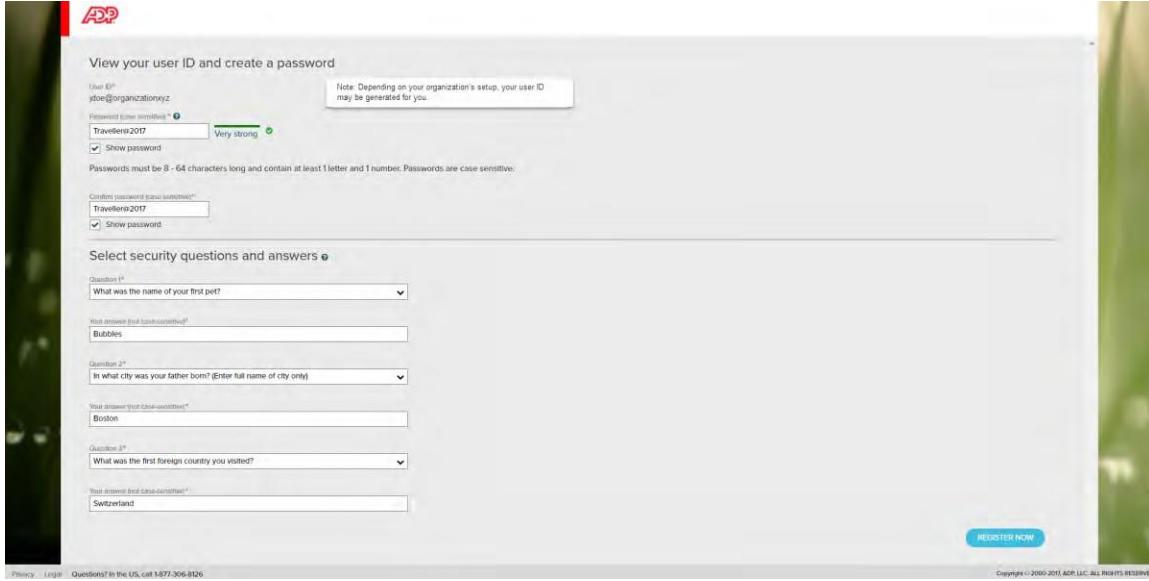
Secondary mobile phone number  
United States +1 972-762-4133  Business  Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

**NEXT**

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7. Set up your user ID, password, and select security questions and answers. (Be sure to take note of your password!)



The screenshot shows the 'View your user ID and create a password' and 'Select security questions and answers' steps. It includes fields for entering the organizational code, creating a password, and selecting four security questions with their corresponding answers. A 'REGISTER NOW' button is at the bottom.

User ID:  
john.doe@organizationxyz

Note: Depending on your organization's setup, your user ID may be generated for you.

Required user password\*  
Traveler2017 Very strong  Show password

Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Create password twice (same as above)\*  
Traveler2017  Show password

Select security questions and answers \*

Question 1\*  
What was the name of your first pet?

Your answer (not case-sensitive)\*  
Bubbles

Question 2\*  
In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive)\*  
Boston

Question 3\*  
What was the first foreign country you visited?

Your answer (not case-sensitive)\*  
Switzerland

**REGISTER NOW**

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# Employee Portal Registration Directions

## With Organizational Code

8. Click Register Now. You will see a confirmation page that looks like this. Use your user ID and password to access your ADP service(s).

