How to Access

- **Download the app at:**

  [Download on the App Store]   [GET IT ON Google Play]
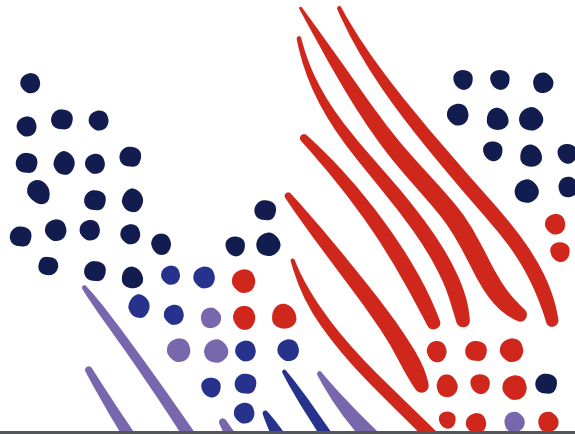
- **Register:** Create an account by selecting "New? Get Started" on the welcome screen of the ADP Mobile app. Follow instructions to register as a new user.

- **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

The ADP Mobile App

22+ Million Users

ADP
Always Designing for People™

ADP
Always Designing for People™

Connected virtually. Virtually anywhere.

The ADP Mobile App

Stay connected anytime, anywhere

For today's workforce on the go, ADP Mobile Solutions provides secure and convenient access to HR and payroll-related data anytime, anywhere. Give your managers and employees increased control and confidence with this innovative mobile app for easy, real-time updates and self-service management.
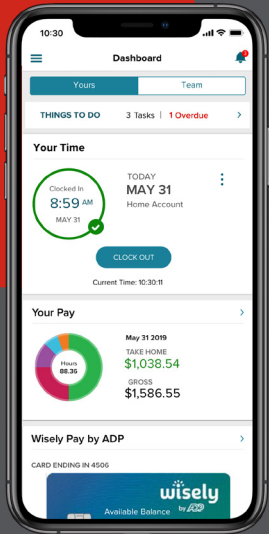
Did you know? The ADP Mobile App is a 4+-star rated app with more than 22 million lifetime registered users.

ADP Mobile App Features

Let's get to the nitty-gritty details. All users can access basic features such as the dashboard, or homescreen, which summarize important information and show frequently used features. Users will see options to establish their preferred settings, as well as help and FAQ information.

- **Company Communications:** tailor the mobile app to include important company news and communications; users can receive push notifications for important company alerts.

- **Mobile Inbox:** displays notifications, alerts, reminders and tasks; if you enable this feature, you can also configure workflow events to appear in the portal message center.

- **Mobile Calendar:** view work calendar events, including work schedule, paid time off dates and pay schedules; also view company events, pay days and benefits annual enrollment. Calendars are available in day, week and month views.

- **Company Directory:** search and contact employees listed in the directory; add co-workers' contact information to your phone's contacts.

- **Apple Watch and iPad:** recieve pay notifications and view your latest pay statements from the ADP Mobile App.

"With the ADP mobile solutions app, our employees are able to get the information that they need when they need it. A lot of employees prefer to use the app because they are able to pull it up on their phone and have their information right there. They can download their pay statement right from their phone and send it off to say, a mortgage company. They don't need to make a phone call or send an email – they have the information they need at their fingertips."

– Nicole Roberts, Payroll Manager, The Boston Globe

Security

The ADP Mobile Solutions app uses the same high-level security infrastructure as all of our cloud-based ADP products. All network traffic between the mobile device and the server is encrypted and logged. Additionally, employee information cached on the mobile device is encrypted.

For your managers

Your managers get access to not only their information (included in the 'for your employees' section) but also their team's information from the ADP mobile app. Some features include:

- **Team Information:** View team member anniversaries, compensation, time-off balances and more; access team member profile information and contact your team members via group email or text.

- **Time and Attendance:** View, edit and approve team timecards and time off requests; submit time-off requests on behalf of your team; clock in/out a group of employees; view and edit team schedules.

For your employees

Your employees have access to a variety of HR, pay and time tools for self-service management. Some features include:

- **Employee Profile:** View and edit your personal information such as contact details, emergency contacts, education, skills and more

- **Pay and Tax Information:** Access three years of pay statements and year-end tax statements; get an interactive view of pay, easily compare pay data from multiple pay periods; update direct deposit and tax withholding; view current and historical compensation

- **Pay Card Transactions:** Enroll in pay card options such as Wisely by ADP™; view pay card balances and spending; transfer or deposit funds to your card using mobile deposit functionality; locate surcharge-free ATMs within a close proximity

- **Time and Attendance:** view time-off balances, requests and history and submit time-off requests; clock in/out, even offline; update and approve you timecard; initiate a shift swap; view your schedule, including, time off and company holidayss

- **Benefits:** View your current benefits elections and see who is covered for each plan; manage your life event changes and update your benefits elections; view and compare plan options and enroll in the plan that best fits your family's needs during open enrollment

- **Retirement:** Check balances; view and update your contribution amounts and fund allocation; receive push notifications for eligibility, anniversaries and more, encouraging retirement savings

Note: feature availability may vary based on your employer. Touch ID available for Android and iOS; Face ID with applicable devices.