



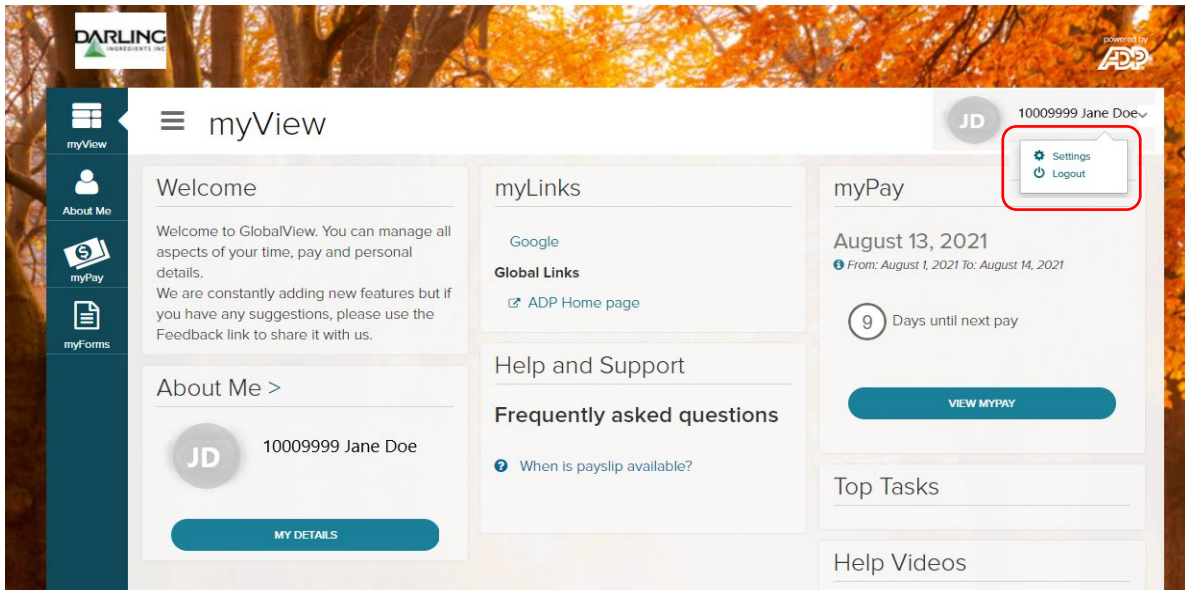
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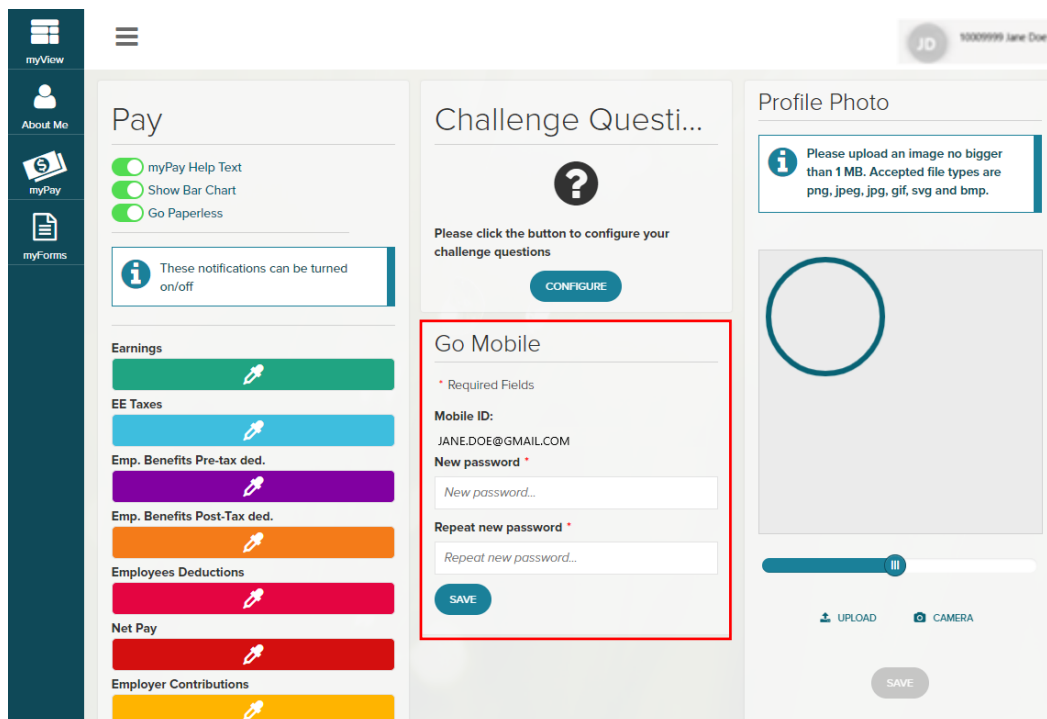
ADP GlobalView Mobile Application Guide

Registering for the ADP GlobalView Mobile Application

1. Log onto the ADP myView Portal (see the “**How to Login to ADP myView Portal**” Guide for detailed instructions)
2. Click on the drop down next to your name on the top right and choose “Settings”



You will now see the Go Mobile section, where you will create your Mobile ID:



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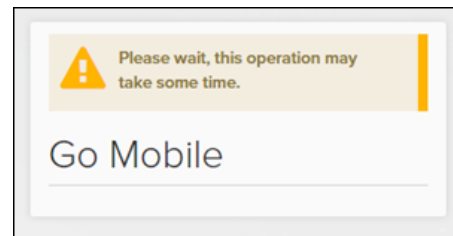
3. Register your mobile ID. You must enter it twice to ensure accuracy of the ID entered. Your mobile ID must meet the following conditions:

The screenshot shows the 'Go Mobile' registration interface. At the top, it says 'Go Mobile'. Below that, there's a section for 'Required Fields'. The first step is 'Register a Mobile ID', which has a text input field containing 'intpay_id.gvtest'. The second step is 'Confirm Mobile ID', which also has a text input field containing 'intpay_id.gvtest'. At the bottom, there is a green 'SAVE' button.

- Maximum length: 241 characters
- Only the following characters: letters, digits 0-9, "at" sign(@), period(.), dash(-) or underscore(_)

Note: We recommend using your e-mail address as it provides a unique identifier that usually meets the required criteria. However, you may choose to use whatever identifier you like, as long as it is accepted by the system.

4. You may see a message asking you to not quit the application while registering.

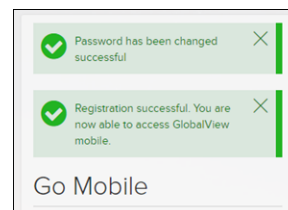


5. If your ID selection is successful, you will be asked to specify a password which meets the following conditions:

The screenshot shows the 'Go Mobile' password creation screen. It lists the password rules: Minimum number of characters: 8, Maximum number of characters: 16, Maximum number of repeating characters: 3, Contain at least 1 numeric character, Contain at least 1 alpha character, and Contain at least 1 special character. Below the rules, there are two text input fields: 'New password' and 'Repeat new password', both containing dots. A green 'SAVE' button is at the bottom.

- Minimum number of characters: 8
- Maximum number of characters: 16
- Maximum number of repeating characters: 3 (for example, aaa)
- At least 1 digit
- At least 1 alphabetic character
- At least 1 non-alphanumeric ("special") character, for example ;,;,?,&,"'()-_\$/+=%

6. Completion of the registration process results in a confirmation message.



Downloading the Mobile App



Once you have registered your mobile ID and password online, you can download the ADP Mobile Solutions app for free from the Apple App Store (for iPhones), Google Play Store (for Android phone devices, with the exception of China) or Huawei App Store (for Android phone devices in China).

You can also access the mobile service directly on the following link <http://mobile.adp.com> via the browser of your iPhone, Windows phone, Android or Blackberry device.

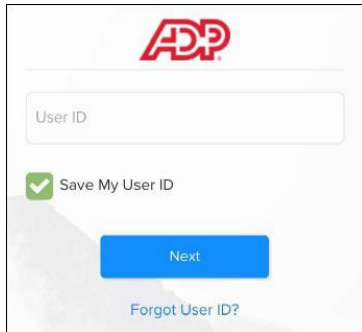
- Apple iTunes: <https://itunes.apple.com/us/app/adp-mobile-solutions/id444553167?mt=8>
- Google Play Store: <https://play.google.com/store/apps/details?id=com.adpmobile.android&hl=en>
- Amazon Appstore for Android: <http://www.amazon.com/ADP-LLC-Mobile-Solutions/dp/B00HS3NWX6>

Note: In some countries, the ADP Mobile app is not available in the Google Play Store. If you are unable to download it in your country, please try the Amazon Appstore.

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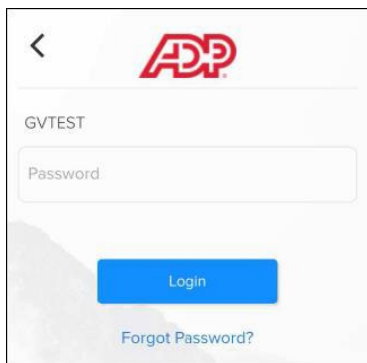
Logging on to the Mobile App

1. Open the installed application on your mobile device
2. Enter your mobile ID and tap the Next button

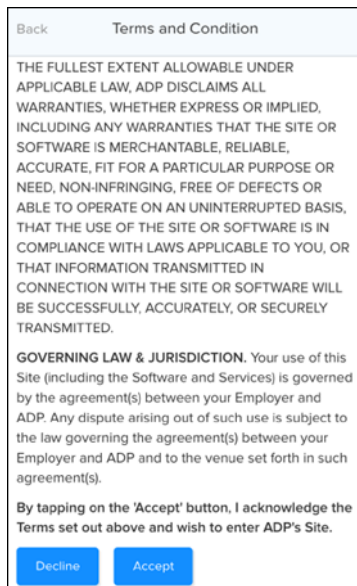


- *Time Saving Tip: if you click "Save My User ID" you won't have to re-type your User ID each time you log in*

3. Enter your password, then tap the Log In button



4. Tap the Accept button to agree to the terms and conditions of use to continue



Back Terms and Condition

THE FULLEST EXTENT ALLOWABLE UNDER APPLICABLE LAW, ADP DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES THAT THE SITE OR SOFTWARE IS MERCHANTABLE, RELIABLE, ACCURATE, FIT FOR A PARTICULAR PURPOSE OR NEED, NON-INFRINGEMENT, FREE OF DEFECTS OR ABLE TO OPERATE ON AN UNINTERRUPTED BASIS, THAT THE USE OF THE SITE OR SOFTWARE IS IN COMPLIANCE WITH LAWS APPLICABLE TO YOU, OR THAT INFORMATION TRANSMITTED IN CONNECTION WITH THE SITE OR SOFTWARE WILL BE SUCCESSFULLY, ACCURATELY, OR SECURELY TRANSMITTED.

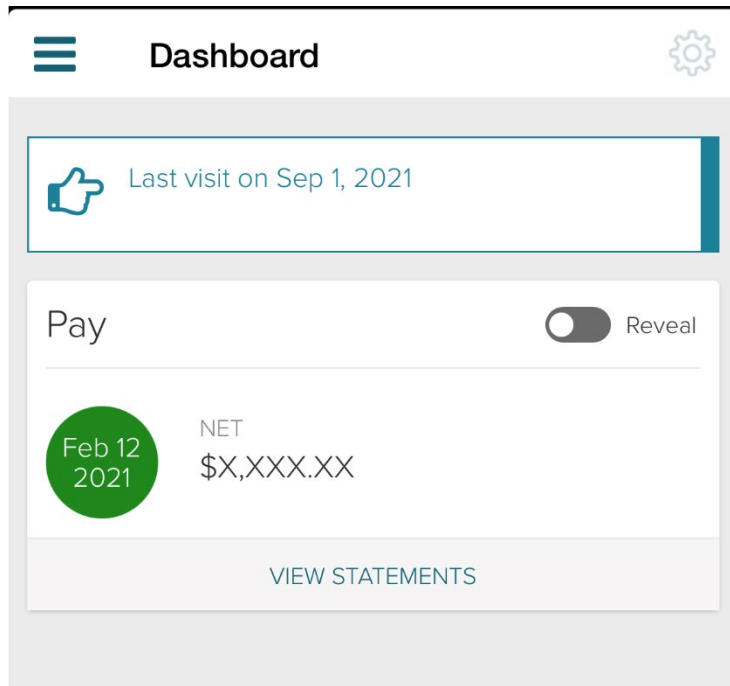
GOVERNING LAW & JURISDICTION. Your use of this Site (including the Software and Services) is governed by the agreement(s) between your Employer and ADP. Any dispute arising out of such use is subject to the law governing the agreement(s) between your Employer and ADP and to the venue set forth in such agreement(s).

By tapping on the 'Accept' button, I acknowledge the Terms set out above and wish to enter ADP's Site.

Decline Accept

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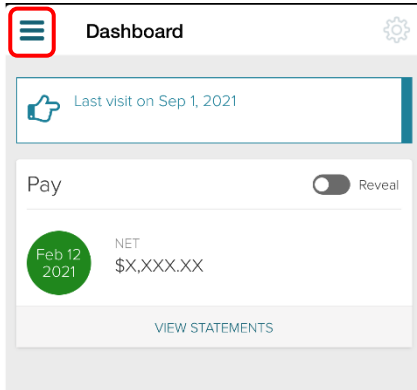
5. You will then see the mobile springboard



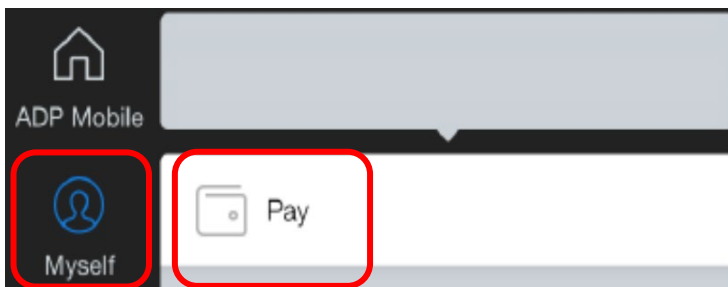
Congratulations - you're mobile!

Viewing Your Payslip

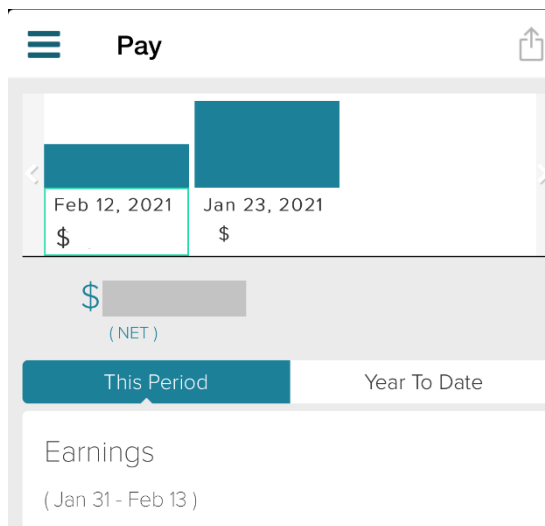
1. Click the icon on the top left of the Dashboard



2. Click on "Myself" and then "Pay"



3. Tap the payslip you would like to see more details for



4. Scroll to the bottom. Tap the View Pay Statement button to view the payslip
5. Your payslip will be displayed in PDF format
6. Tap the payslip to print, save or open the payslip in another app

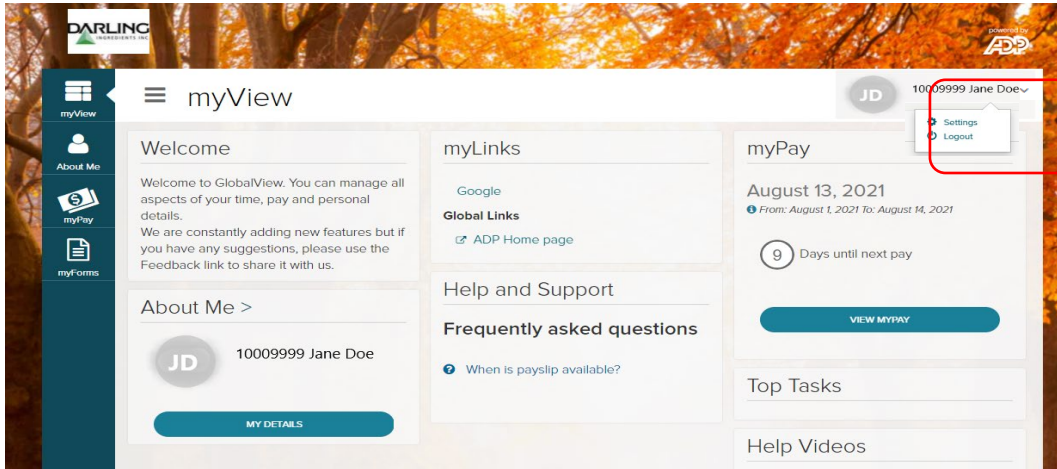
Viewing Payslips Prior to October 2021

- ❖ The Mobile ID and Password you are creating for this application will work ONLY for payslips created after the North American ADP go-live in October 2021.
- ❖ **If you already use the ADP Mobile App to view payslips: Remember that to view payslips created prior to the October 2021 go-live you will need to continue to login using your previous username and password. DO NOT FORGET TO DOCUMENT AND REMEMBER YOUR PRIOR USERNAME AND PASSWORD.**
- ❖ All Year-to-Date (YTD) amounts will be transferred to the new ADP application so that your YTD balances on payslips and your 2021 W2 information will be complete and accurate using your new Mobile ID and Password.

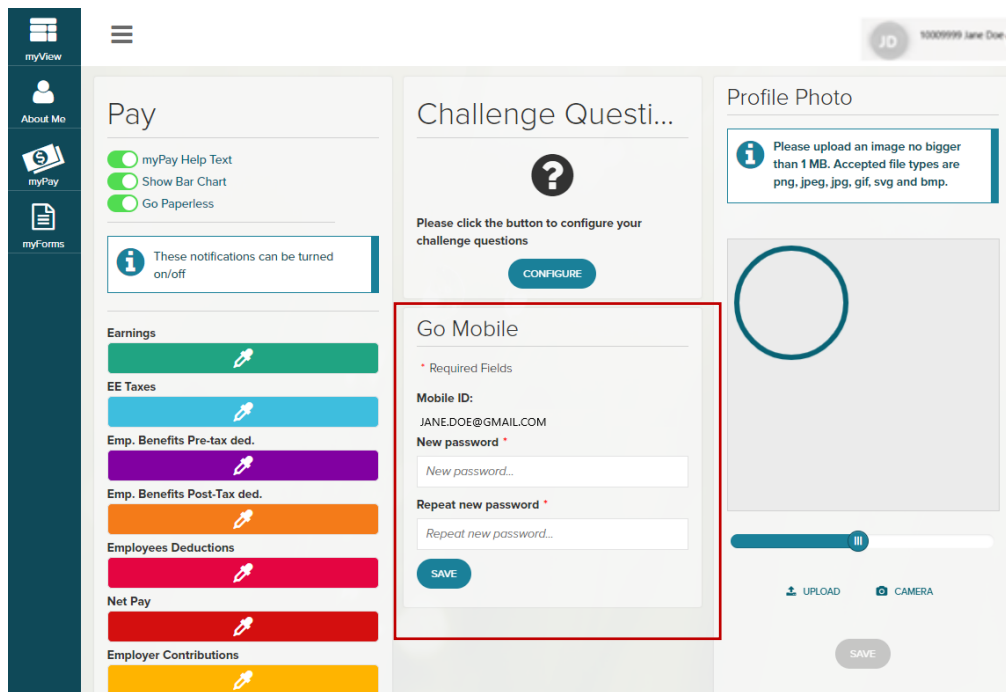
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Resetting your Mobile Password

1. Log onto the ADP myView Portal (see the **"How to Login to ADP myView Portal"** Guide for detailed instructions)
2. Click on the drop down next to your name on the top right and choose "Settings"



3. You will now see the Go Mobile section, where you can reset your password:



4. Enter in your New password twice and click Save (note: refer to the password requirements listed on page 3 of this document)
5. Completion of the registration process results in a confirmation message.

