



# ADP myView Portal Access Guide - Former US Employees

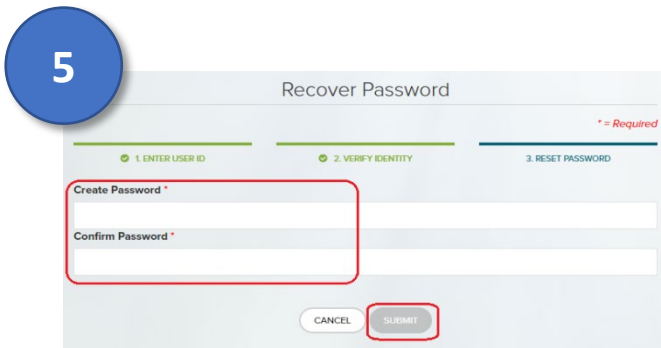
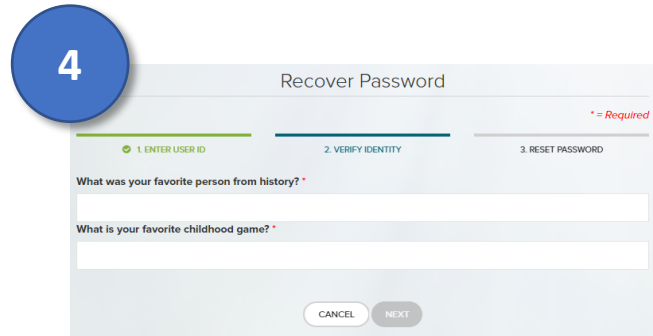
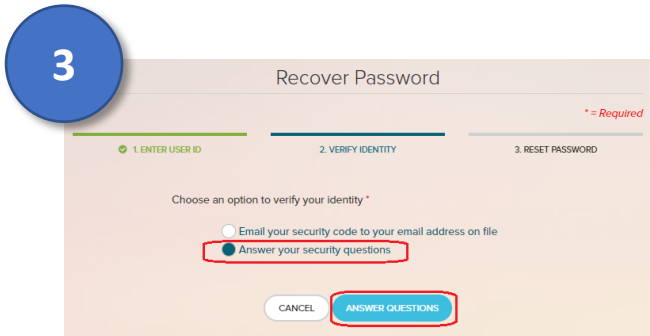
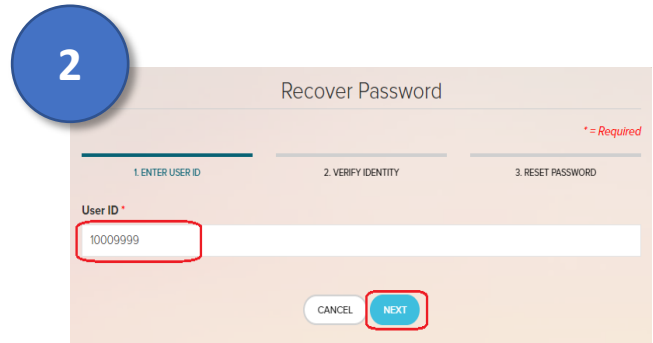
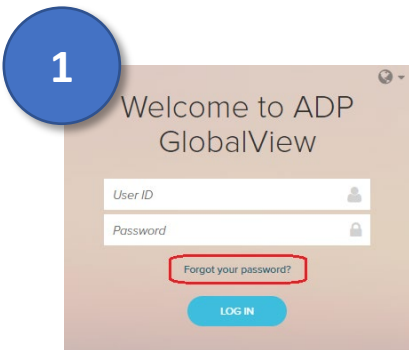


DARLING EMPLOYEE #:

Former Employees of Darling Ingredients, Inc. will be allowed to access ADP for 540 days from the last day of employment in order to review prior pay slips and W-2s. Access will only be allowed from a personal device. Single-Sign On will no longer be available after your last day of employment; therefore, you must reset your password. See Steps below:

Open a browser on your PC (Microsoft Edge or Google Chrome) and go to <https://portal.globalview.adp.com/darlingii>

1. Click “Forgot your password?”
2. Enter your User ID (this is your 8-digit employee # - see above) and click “Next”
3. Choose the “Answer your security questions” option for verification
4. Answer the two personal security questions presented
5. Create and confirm your new Password and click Submit



Your password has been successfully Reset!

Going forward you can access your historical pay slips and W-2 data using your 8-digit employee # and new password at <https://portal.globalview.adp.com/darlingii>

If you have any trouble accessing ADP myView Portal through the instructions above, please contact your local Office Manager or Administrator for assistance.



## Appendix: Accessing ADP myView Portal your Mobile Device

---

You can access ADP from your Mobile Device (iPhone, Android Phone, tablet, etc.) via the ADP Mobile Application. Please refer to the “**ADP GlobalView Mobile Application**” guide located at [www.darlingii.com/payroll](http://www.darlingii.com/payroll) for detailed instructions on how to download and sign-up for mobile access.

### Important Notes Regarding Mobile Access:

- You **MUST** login to ADP myView Portal first to self-register for mobile access.
  - The mobile registration process is optional and is performed by you from within ADP myView Portal.
  - The Mobile ID and password will be created by you and will be different than the Darling Okta account you use to access ADP myView Portal.
  
  - 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.
-