



Contents

Information Workers ADP Login Instructions2
 Accessing from a Darling Managed Device (i.e., your work laptop).....2
 Accessing from a Non-Darling Managed Device3
Appendix: Accessing ADP myView Portal from Oracle HCM5
Appendix: Setting your Security Challenge Questions at First Login6
Appendix: Accessing ADP myView Portal your Mobile Device.....7
Appendix: How to Change/Reset your Darling Okta Password8

ADP myView Portal Access Guide - Information Workers

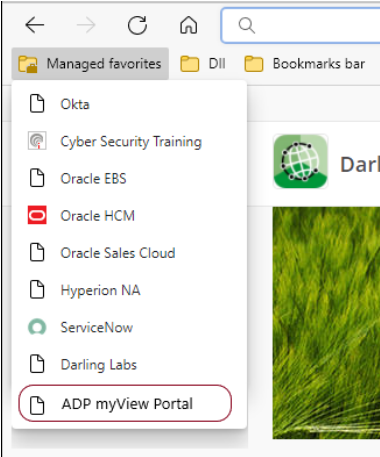
Information Workers ADP Login Instructions

Information Workers are Darling employees who have been issued a Darling email account for work use.

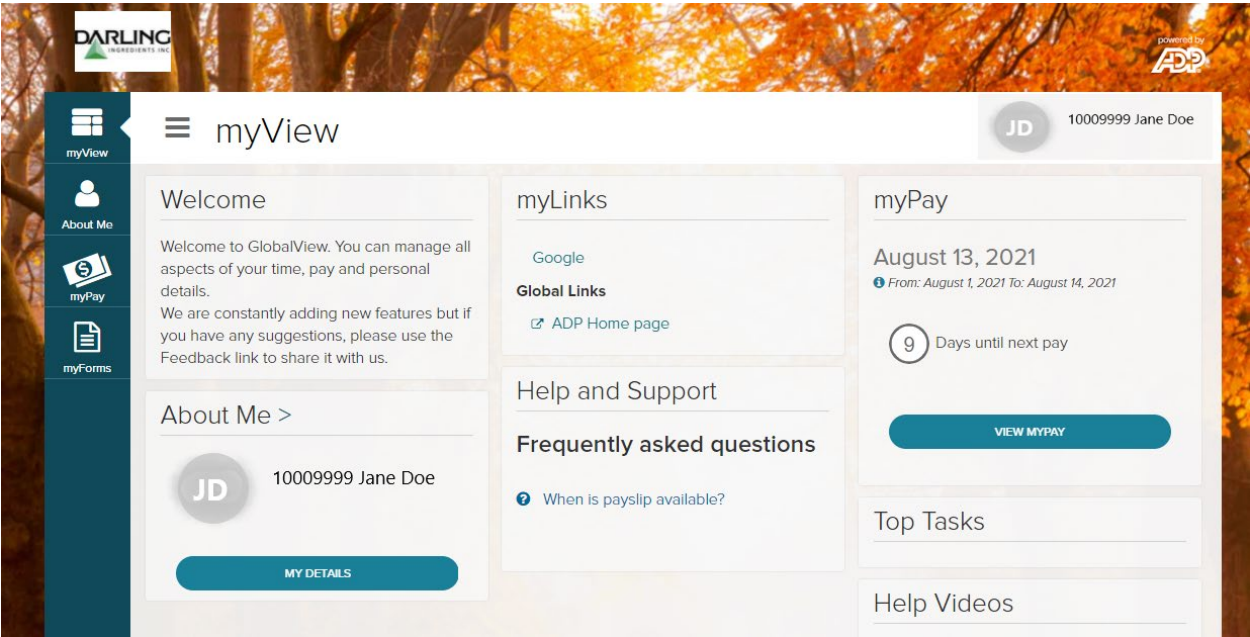
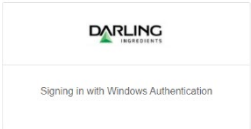
Information workers can access ADP myView Portal from any Wi-Fi enabled connection.

Accessing from a Darling Managed Device (i.e., your work laptop) - See Steps below:

1. Open a browser on your PC (Microsoft Edge or Google Chrome)
2. Click in the "Managed favorites" folder and select "ADP myView Portal"



- Clicking on this link will take you directly into the ADP myView Portal. Note that you will briefly see the Okta sign in screen flash and then be presented with the ADP myView Portal landing screen:

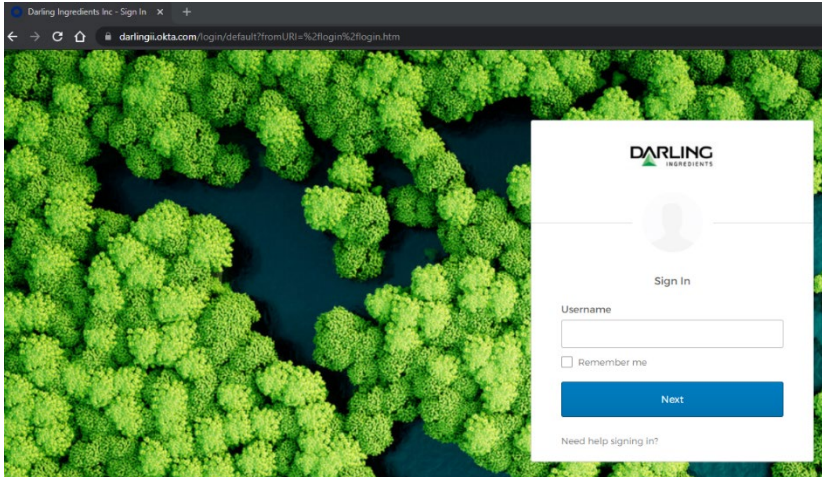


ADP myView Portal Access Guide - Information Workers

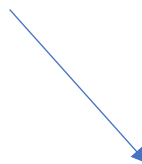
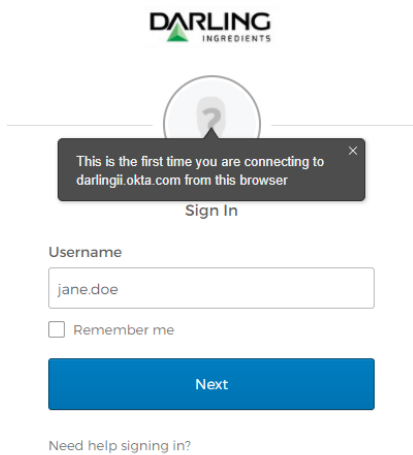
Accessing from a Non-Darling Managed Device

(For example: your home PC, a hotel kiosk, your mobile phone browser, etc.) - See Steps below:

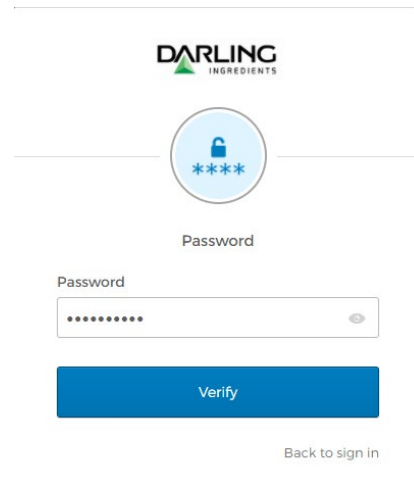
1. Open a browser on your PC (Microsoft Edge or Google Chrome)
2. Login to Okta <https://darlingii.okta.com/>



1. Enter your Darling Username (i.e., jane.doe) in the Username field
2. Click the Next Button

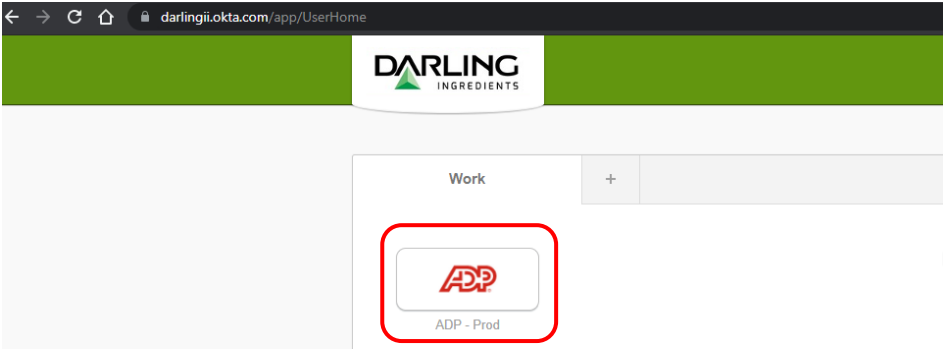


3. Enter your Okta Password
4. Click Verify

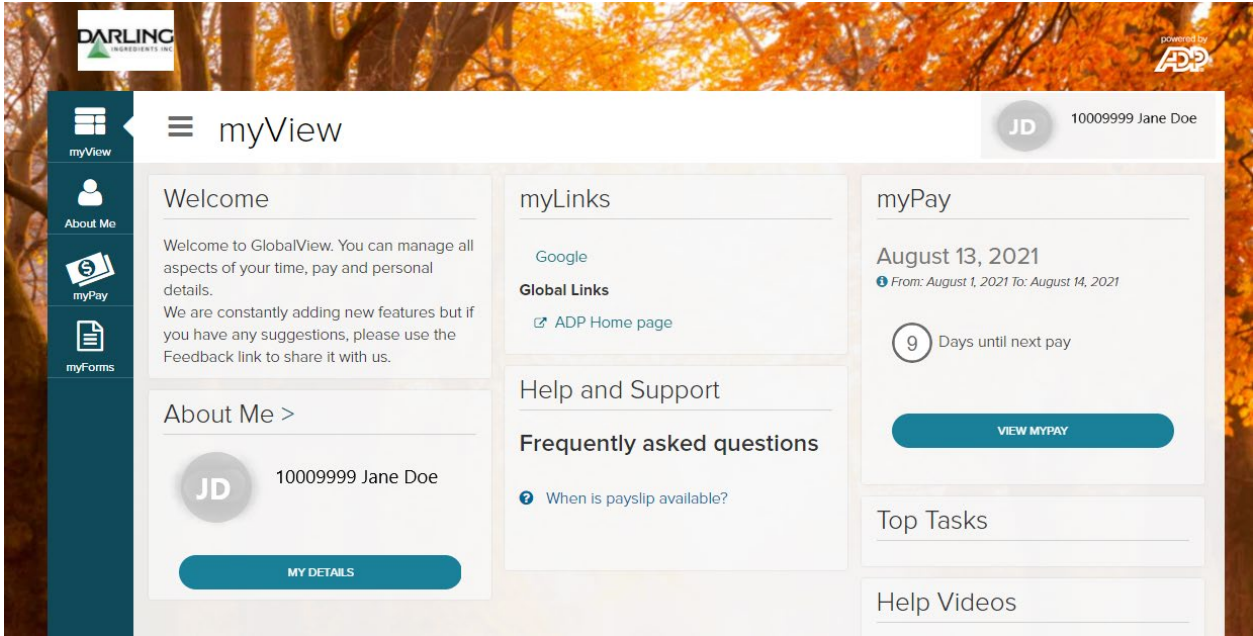


ADP myView Portal Access Guide - Information Workers

Upon successful Login, select the "ADP - Prod" icon from your available applications



Clicking on this link will take you directly into the ADP myView Portal



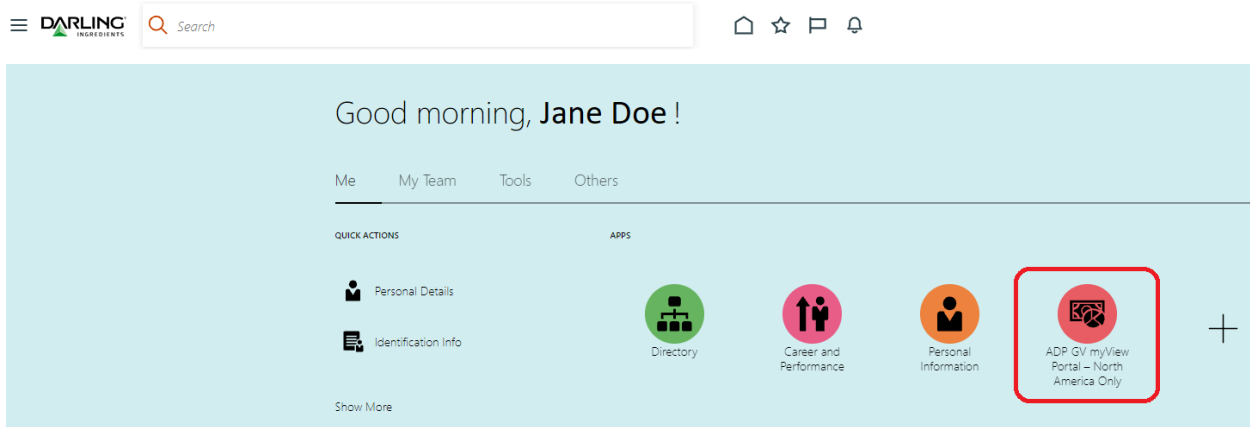
If you have any trouble accessing ADP myView Portal through the instructions above, please send a detailed email (with screenshots if possible) to ITSupport@darlingii.com

ADP myView Portal Access Guide - Information Workers

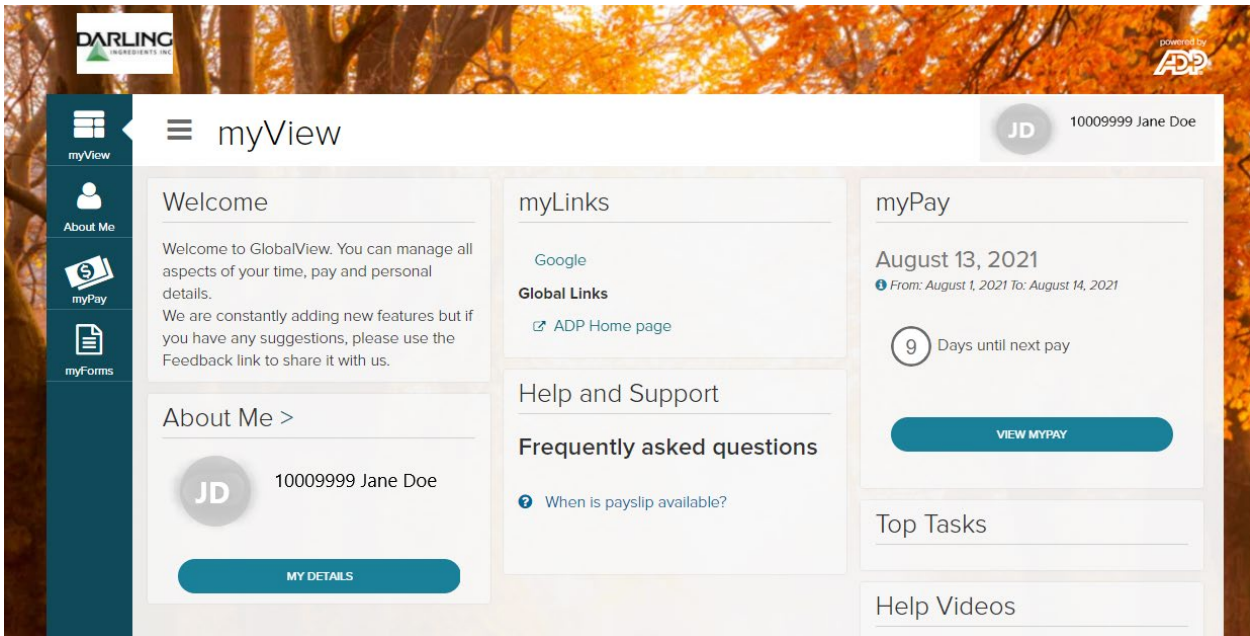
Appendix: Accessing ADP myView Portal from Oracle HCM

Employees will also be provided a link to access ADP myView Portal from directly within Oracle HCM. See Steps Below:

1. Open a browser on your PC (Microsoft Edge or Google Chrome)
2. Login to Oracle HCM
3. In the "Me" section click on the "ADP GV myView Portal – North America Only" icon



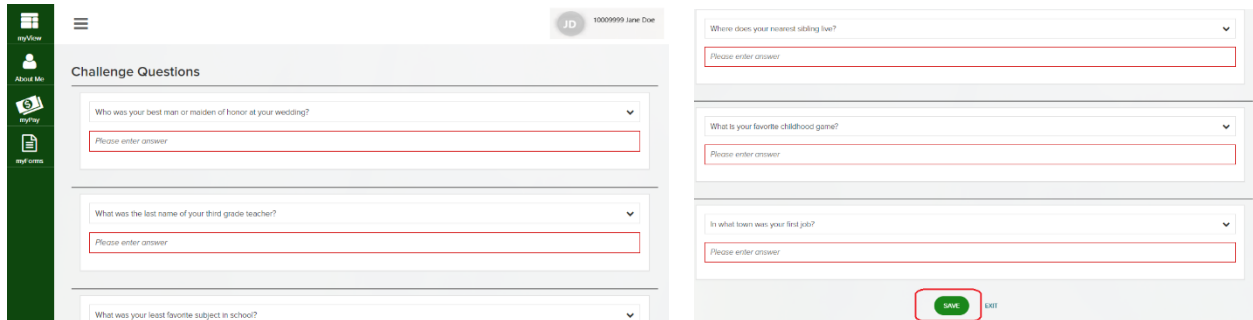
Clicking on this icon will take you directly into the ADP myView Portal



ADP myView Portal Access Guide - Information Workers

Appendix: Setting your Security Challenge Questions at First Login

The first time you login to the ADP myView Portal the system will prompt you to create six (6) security challenge questions. You must select six questions from the drop-down list, supply answers and save before moving onto view your payment information.



The screenshot shows the 'Challenge Questions' setup screen in the ADP myView Portal. The user is identified as 'JD 10009999 Jane Doe'. The screen displays six questions, each with a dropdown menu for selection and a text input field for the answer. The questions are:

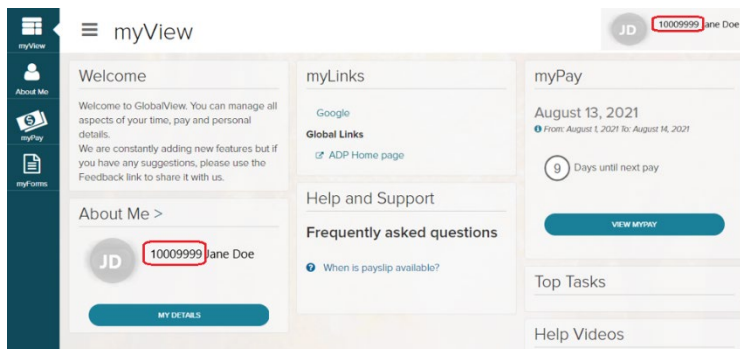
- Who was your best man or maiden of honor at your wedding?
- Where does your nearest sibling live?
- What was the last name of your third grade teacher?
- What is your favorite childhood game?
- In what town was your first job?
- What was your least favorite subject in school?

At the bottom right, there is a green 'Save' button and a 'Exit' link.

Note: While you are employed at Darling you will continue to access ADP myView Portal via your Darling Okta account and will not need to use these security challenge questions. However, please remember the answers to these questions, as they will be required to reset your password with ADP should you ever terminate your employment at Darling.

Former Employees of Darling Ingredients, Inc. will be allowed to access ADP for 540 days from the last day of employment 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.

It's also important to remember and document your employee #, as this will be the login name you use to access ADP myView Portal post-employment with Darling. Your employee # can be found on the myView page in the About Me section and on the top right.



The screenshot shows the ADP myView Portal Home page. The user is identified as 'JD 10009999 Jane Doe'. The page is divided into several sections:

- Welcome:** A message about GlobalView and a link to 'MY DETAILS'.
- myLinks:** Includes 'Google', 'Global Links' (with a link to 'ADP Home page'), 'Help and Support', and 'Frequently asked questions' (with a link to 'When is payslip available?').
- myPay:** Shows the date 'August 13, 2021', a pay period 'From: August 1, 2021 To: August 14, 2021', and '9 Days until next pay'. There is a 'VIEW MYPAY' button.
- Top Tasks:** A section for quick actions.
- Help Videos:** A section for video assistance.

For more information on how to access the ADP myView Portal post-employment at Darling please reference the below documents on the www.darlingqi.com/payroll site

- Portal Access Guide - Former US Employees
- Portal Access Guide - Former CA Employees

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 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.

ADP myView Portal Access Guide - Information Workers

Appendix: How to Change/Reset your Darling Okta Password

If you have forgotten your Darling Okta account password, then follow the "Forgot Password?" instructions at <https://darlingii.okta.com/> - See Steps below:

1. Open a browser on your PC (Microsoft Edge or Google Chrome)
2. Login to Okta at <https://darlingii.okta.com/>

The image shows three screenshots of the Darling Okta interface with annotations. The first screenshot is the 'Sign In' page with a 'Username' field containing 'jane.doe', a 'Remember me' checkbox, and a 'Next' button. A green box highlights the 'Need help signing in?' link, and an orange box highlights the 'Forgot password?' link. The second screenshot is the 'Forgot Password?' page with a 'Reset Password' section containing an 'Email or Username' field and two buttons: 'Reset via SMS' and 'Reset via Email'. The third screenshot is the 'Unlock account' page with an 'Email or Username' field and two buttons: 'Send SMS' and 'Send Email'. Arrows point from the text instructions to these specific elements.

1. Enter your Darling Username in the Username field
 - First.Last [jane.doe](#) for information workers
2. Click Remember Me
3. Click Need help signing in

Forgot Password?

➤ Click "Forgot password?" if you cannot remember your password

OR

Account has been Locked?

➤ Click "Unlock account?" if your account has been locked

1. Enter Darling Username in the Username field
 - First.Last [jane.doe](#) for information workers
2. Click "Reset via SMS" or "Reset via Email" – note: this is dependent upon the password reset method you chose during the initial registration.
 - If you chose the SMS method during registration and added a mobile phone # then choose "Reset via SMS" – a password link will be sent to your mobile device via SMS
 - If you chose the Email method during registration and added a personal email address, then choose "Reset via Email" – a password link will be sent to your personal email account

If you have any trouble accessing ADP myView Portal through the instructions above, please contact the help desk at ITSupport@darlingii.com