

Dear Associate:

We are pleased to announce ADP iPayStatements, a new benefit for all associates. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

You will be prompted to complete a registration process during which you must enter contact and security information, answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

When registering, refer to the Self Service Registration Quick Reference Card for more information.

Your Registration Pass Code:       **procomsrv-ipay**        (required for registration).

Upon completing the registration process, you may access your pay statements at <https://ipay.adp.com>.

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

Sincerely yours,

Payroll/Human Resources Department