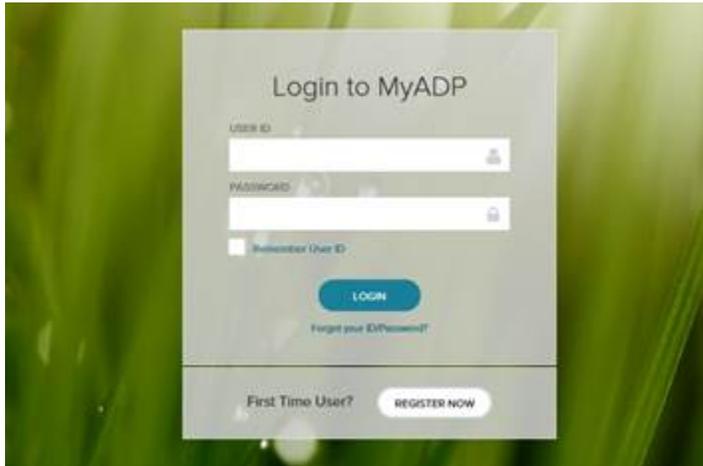
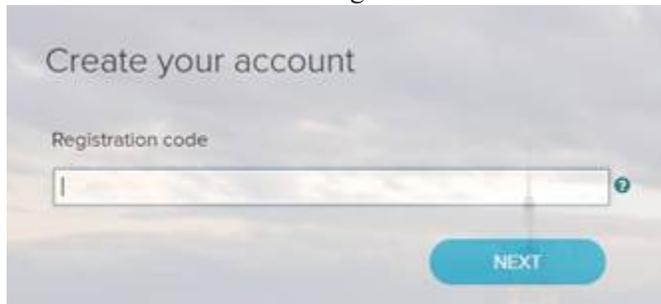


If you are not registered for ADP.com, please follow the steps below to complete your registration:

1. Log on to www.w2.adp.com
2. Click on Register Now next to “First Time User?” to register and create your ADP service account

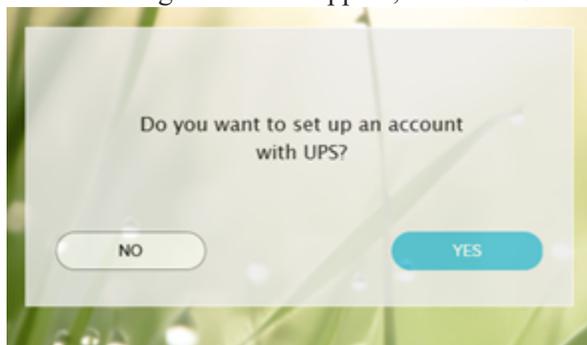


3. Enter **UPS-Brown** for the Registration Code. Click NEXT



The registration code should not be shared with anyone (including UPS employees) or made publically available online or in any manner.

4. The following screen will appear, Click **YES**.



5. Important: Option 1 will occur during initial registration. Option 2 may appear after a lockout event.

Option 1

If you entered an Organizational Registration code, the information requested might vary based on your organization's setup.

- First Name
- Last Name
- Select W2 Service from dropdown
- Select Year of w-2
- Employee ID (GEMS id)
- Company Code: WWQ
- Employee zip code (at the time the W-2 was issued)
- Employee SSN

Click on the "I'm not a robot" check box and answer a quick challenge and prove you are human.

Option 2

If you entered a Personal Registration code, the information requested might vary based on the information in your record.

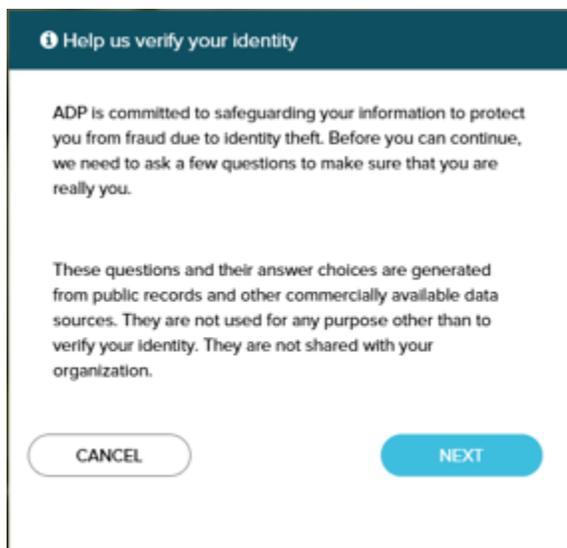
Enter your personal information:

- First Name
- Last Name
- Last 4 Digits of SSN

Click on the "I'm not a robot" check box and answer a quick challenge and prove you are human.

Note: The appearance of your challenge might vary slightly based on your browser and its settings.

6. If Option 1, the below screen will appear, Click Next. Then answer security questions



7. Enter your Contact Information

Provide the following:

- Email Address
- Mobile phone number (optional)
- View your user ID and create password (case sensitive)

The screenshot shows a registration form titled "Enter your contact information". At the top, there is a tip box: "To avoid answering your security questions during your next password reset, you can: • Enter an email address and phone number that are not shared with others. • Authorize ADP to send you text messages about your account." Below this, the form asks for "Enter your email address(es)". It has two input fields: "Primary email address (used for notifications)" and "Secondary email address". Each field has radio buttons for "Business" and "Personal". The "Primary" field has "Business" selected, and the "Secondary" field has "Personal" selected. Next, it asks for "And at least one phone number". It has two input fields: "Primary mobile phone number (recommended)" and "Alternate number". Each field has a "Country code" dropdown menu and a "Business" or "Personal" radio button. The "Primary" field has "Business" selected, and the "Alternate" field has "Personal" selected. There is also a checkbox for "It's OK to text me about my account". A "NEXT" button is at the bottom right.

8. The system will generate a unique User ID.

You have need to create a password. Confirm your password in required field.

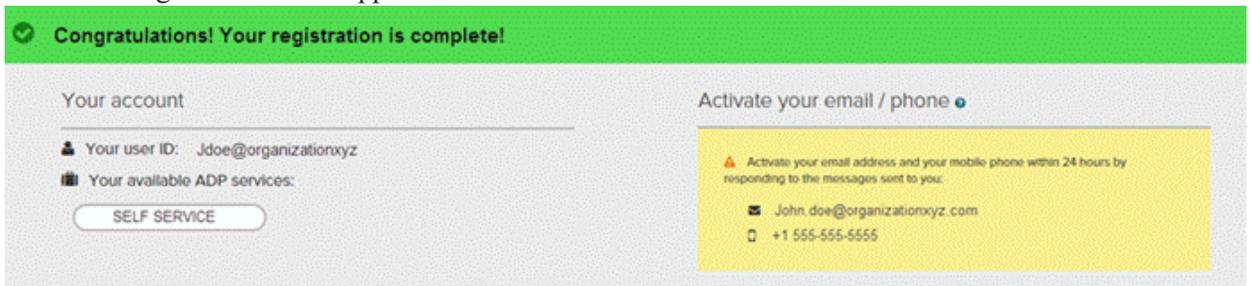
You will be asked to provide several security questions and answers. You must provide at least three.

Accept Terms and Conditions

Review your profile page. If all information is accurate, click Register Now.

The screenshot shows a registration form titled "View your user ID and create a password". At the top, there is a tip box: "Memorize your user ID and password now, so you remember them later." Below this, the form asks for "User ID" (a blacked-out field) and "Password (case sensitive)". There is a "Show password" checkbox. A note says: "Passwords must be 8 - 64 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive." Below that is a "Confirm password (case sensitive)" field with another "Show password" checkbox. The next section is "Select security questions and answers". It has a tip box: "Use answers to your security questions that you can easily remember later." Below this are three "Question" dropdown menus, each with "Select one" as the selected option. The final section is "Accept Terms and Conditions" with a checkbox for "I have read and agree to the EMPLOYEE ACCESS TERMS AND CONDITIONS".

9. The following screen should appear:



Your registration is complete. You can use your user ID and password to access your ADP service(s).