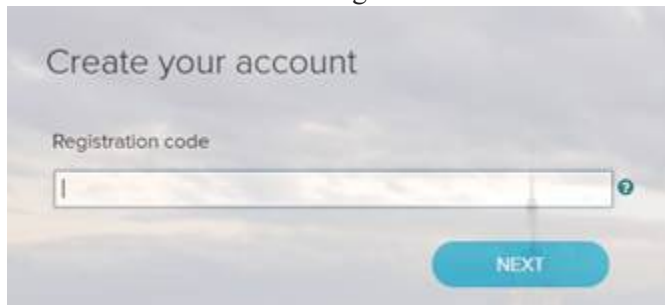


If you are not registered for ADP.com, please follow the steps below to complete your registration:

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

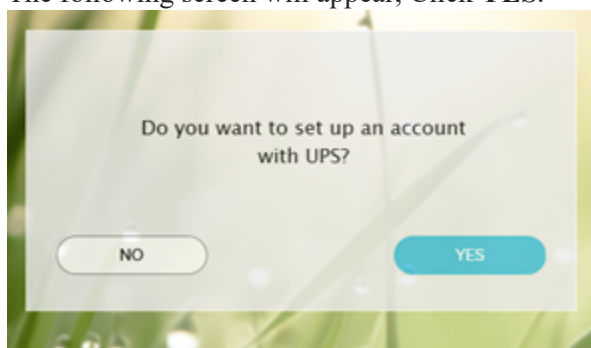


3. Enter **UPS-Brown** for the Registration Code. Click NEXT



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.

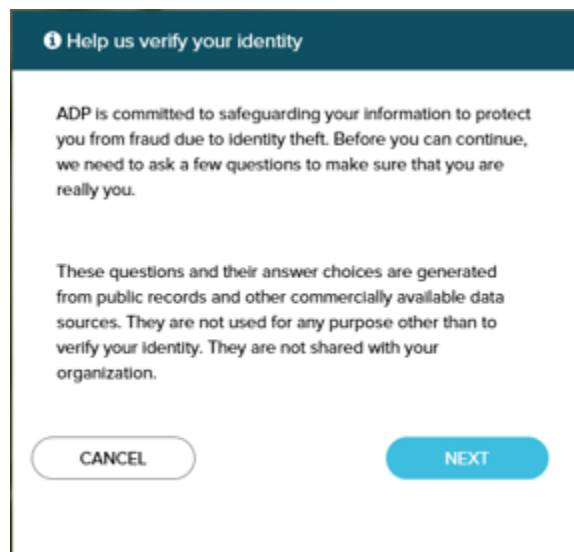
Enter your personal information:

- 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



Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CANCEL **NEXT**

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, a tip box states: "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." The form includes fields for "Primary email address (used for notifications)" and "Secondary email address", each with radio buttons for "Business" and "Personal". Below these are fields for "Primary mobile phone number (recommended)" and "Alternate number", each with a "Country code" dropdown, a number input field, and an "Ext" field, also with "Business" and "Personal" radio buttons. At the bottom, there is a checkbox for "It's OK to text me about my account" and a "NEXT" button.

8. The system will generate a unique User ID.

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

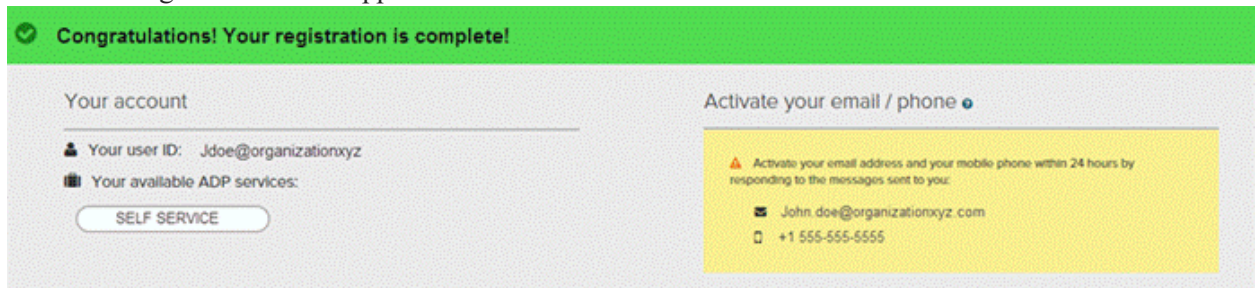
You will be asked to provide several security questions and answers. You must provide at least three.

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, a tip box states: "Memorize your user ID and password now, so you remember them later." The form includes a "User ID" field (displayed as a blacked-out box), a "Password (case sensitive)" field with a "Show password" checkbox, and a "Confirm password (case sensitive)" field with a "Show password" checkbox. Below these is a section titled "Select security questions and answers" with three questions, each with a "Select one" dropdown menu. At the bottom, there is a section titled "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).