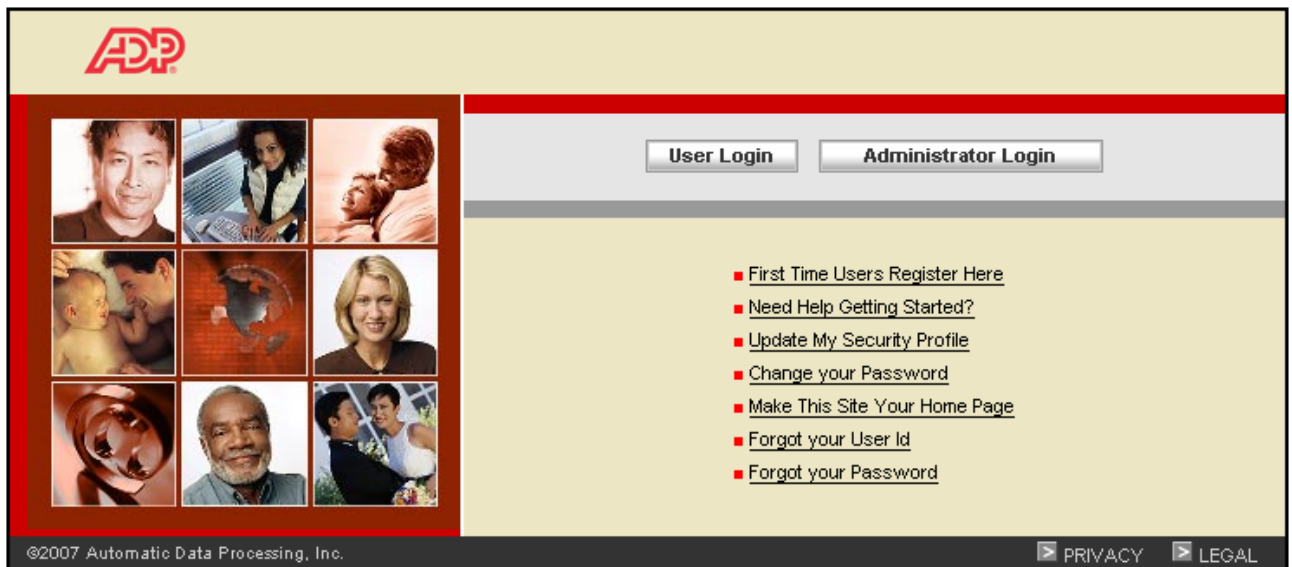
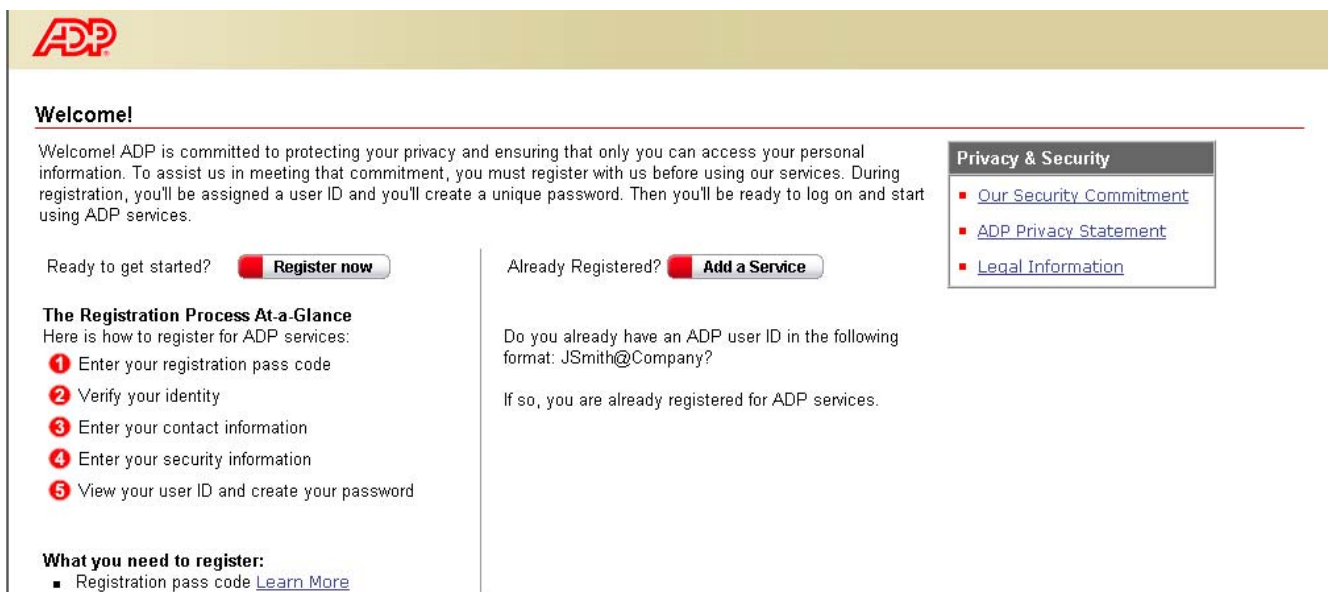


1) Go to <https://portal.adp.com> and click on the First Time Users Register Here link to begin your registration.



This site requires **Microsoft Internet Explorer Version 6.0** or higher.

2) Click on Register Now




3) Enter your Registration Pass Code: nbecon-1234. Click Next.

The screenshot shows the ADP registration interface. At the top is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The page is titled "Step 1 of 6". On the left, a vertical list of steps is shown, with "1. Enter Your Registration Pass Code" highlighted. The main content area is titled "Enter Your Registration Pass Code" and contains the text: "Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance." A note states: "Note: The pass code is not case-sensitive. ▶ = Required". Below this, there is a text input field for the "Registration Pass Code" containing the text "digitalrea-1111" and a placeholder "(Example: Genco-1234abc)". A red "Next" button is located at the bottom left of the main content area.

4) Verify your identity by entering your Legal First & Last name, Social Security Number and Date of Birth. Click Next.

The screenshot shows the ADP registration interface for Step 2 of 6. At the top is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The page is titled "Step 2 of 6". On the left, a vertical list of steps is shown, with "2. Verify Your Identity" highlighted. The main content area is titled "Verify Your Identity" and contains the text: "Your Social Security number is used during the account creation process; it is not used for any other purpose." A note states: "Note: You may enter your Individual Taxpayer Identification Number (ITIN) in place of a Social Security number. ▶ = Required". Below this, there are several input fields: "First Name:" with a text box and a note "(Your legal first name; do not enter a nickname.)", "MI:" with a small text box, "Last Name:" with a text box and a note "(Apostrophes and hyphens are allowed.)", "Social Security Number:" with a text box and a note "(All nine numbers in any format.)", "Confirm Social Security Number:" with a text box and a note "(All nine numbers in any format.)", and "Birth Month and Day:" with two dropdown menus. At the bottom, there are two buttons: a red "Next" button and a "Cancel" button.

5) Enter your contact information. Then Click Next.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information**
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ **MI:**


Last Name: ▶ (Apostrophes and hyphens are allowed.)

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone:

6) Enter your security information for the system to verify your identity when a password reset is necessary. Click Next.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 4 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information**
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth: ▶

Select a question from the list and enter your answer.

Security Question 1: ▶


Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

Answer 2: ▶

7) View your user ID and create your own unique password. Click Submit.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 of 6

<p>1. Enter Your Registration Pass Code</p> <p>2. Verify Your Identity</p> <p>3. Enter Your Contact Information</p> <p>4. Enter Your Security Information</p> <p>5. View Your User Id & Create Your Password</p> <p>6. Confirmation</p>	<p>View Your ADP Services User ID</p> <p>Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.</p> <p>Note: Your user ID is not case-sensitive.</p> <p>User ID: <input type="text"/></p> <hr/> <p>Create Your ADP Services Password</p> <p>Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.</p> <p>Note: Your password is case sensitive. ▶ = Required</p> <p>Create Password: ▶ <input type="text"/> (Example: Password01)</p> <p>Confirm Password: ▶ <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
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- Once you get to the Confirmation screen, click Portal Logon.
- (Sometimes the system might give you an option to “Add a service.” If it does that, just click on Close. Then go back to the Portal and login with your new user ID and password)