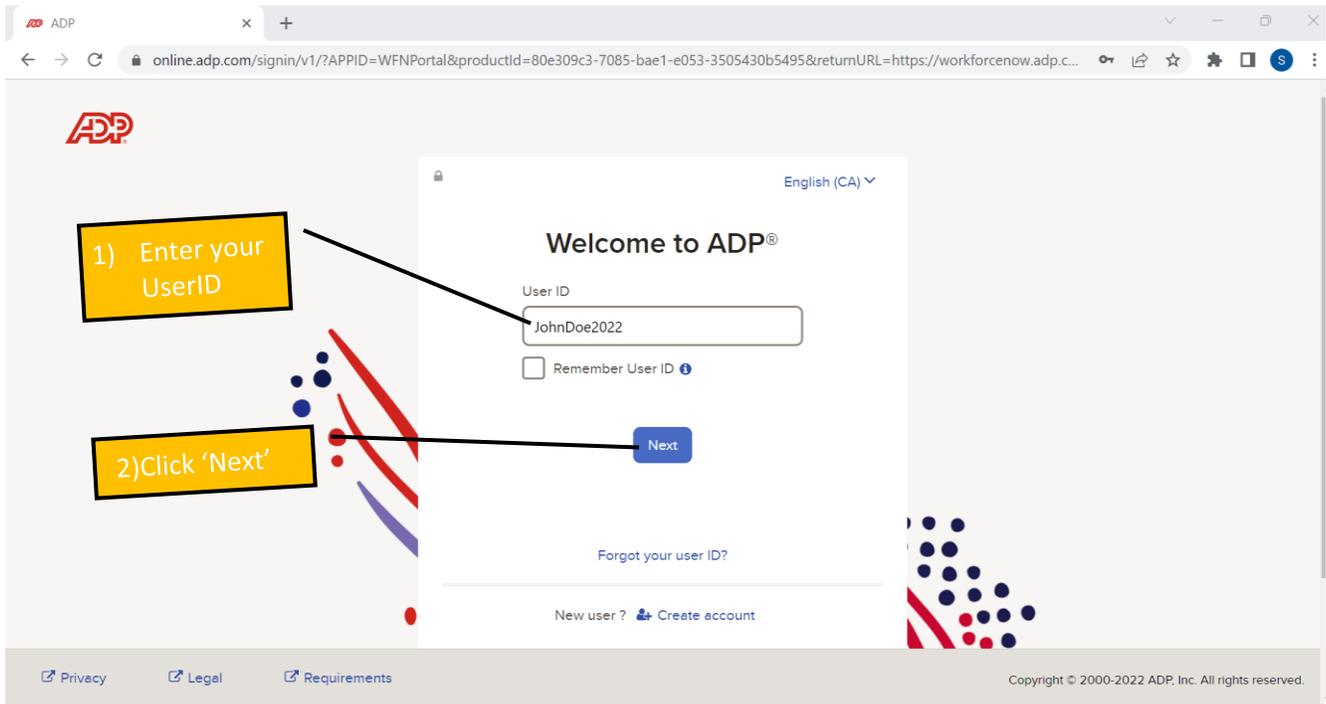
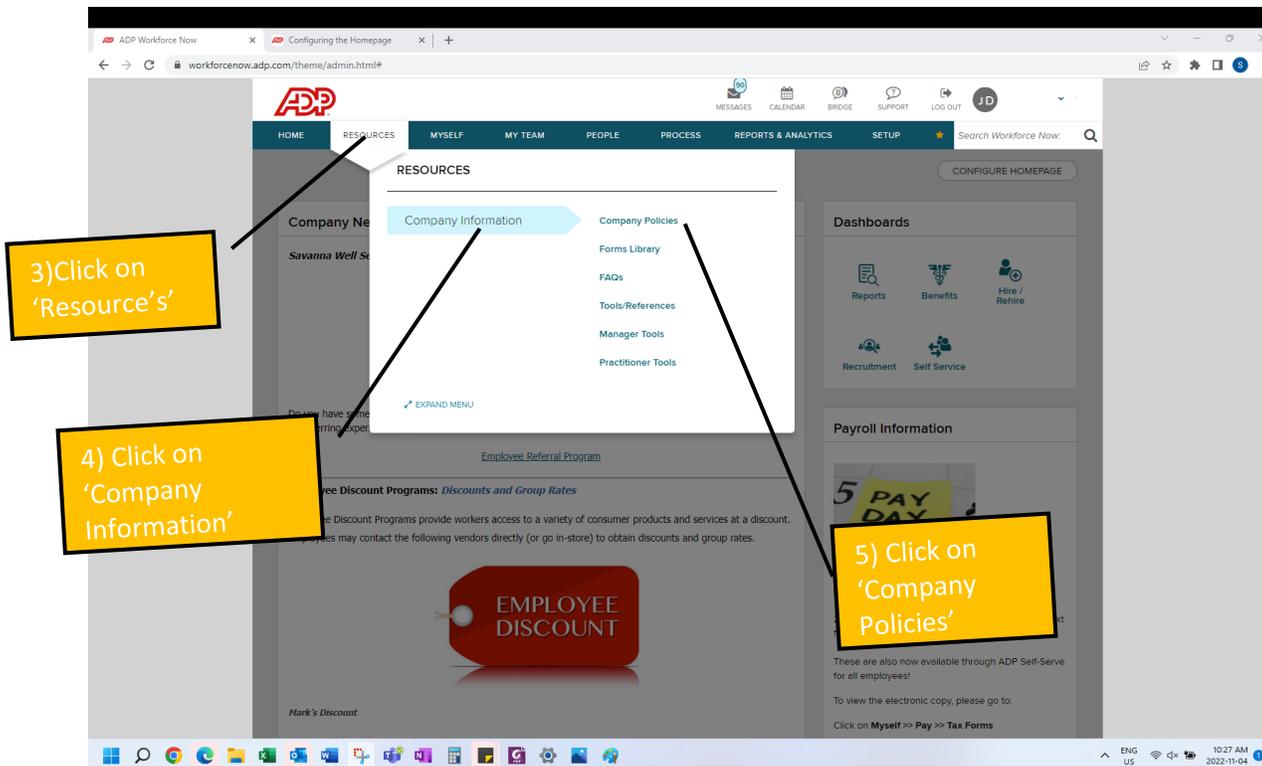


ADP Internet Browser – Policy Acknowledgement Instructions:

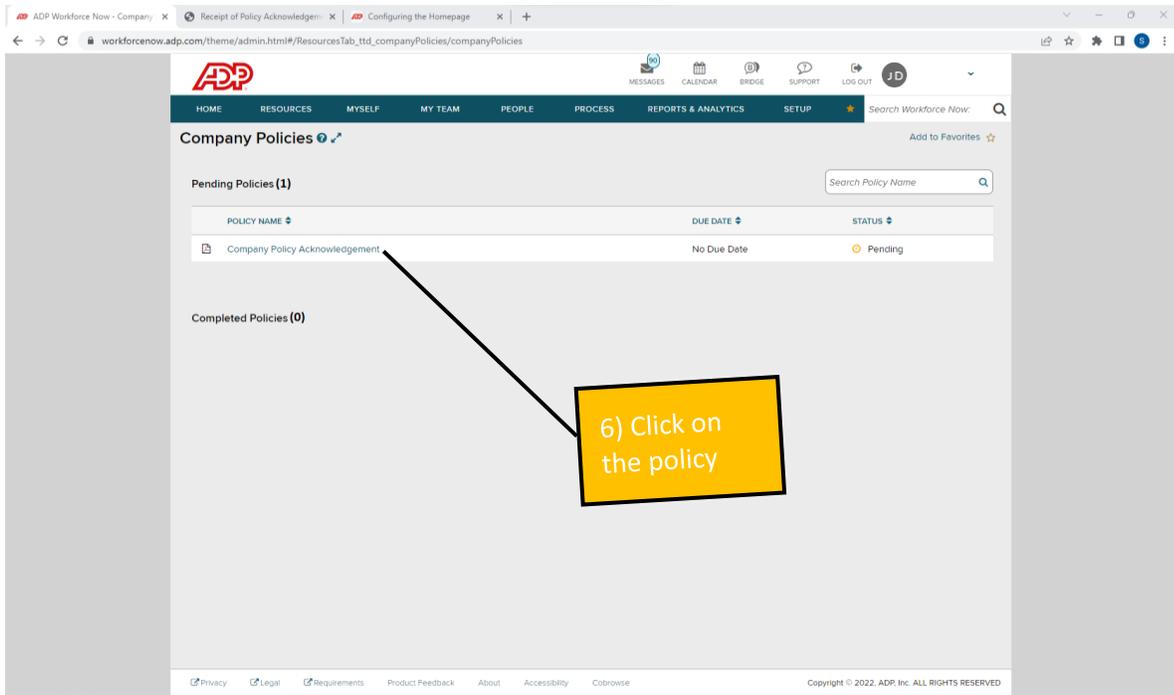
- I. Visit www.workforcenow.adp.com
- II. Enter your UserID then click 'Next'



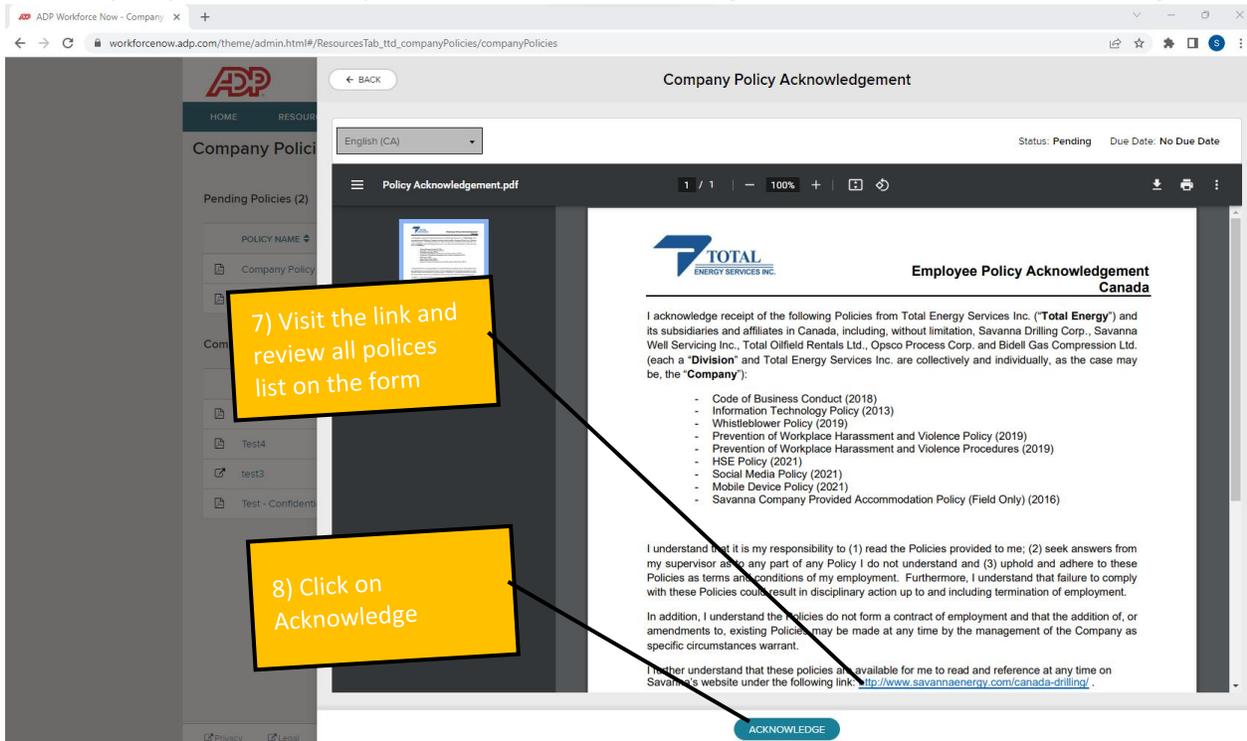
- III. Once logged in, click on 'Resources' -> 'Company Information' -> 'Company Policies':



IV. Click on the Policy:

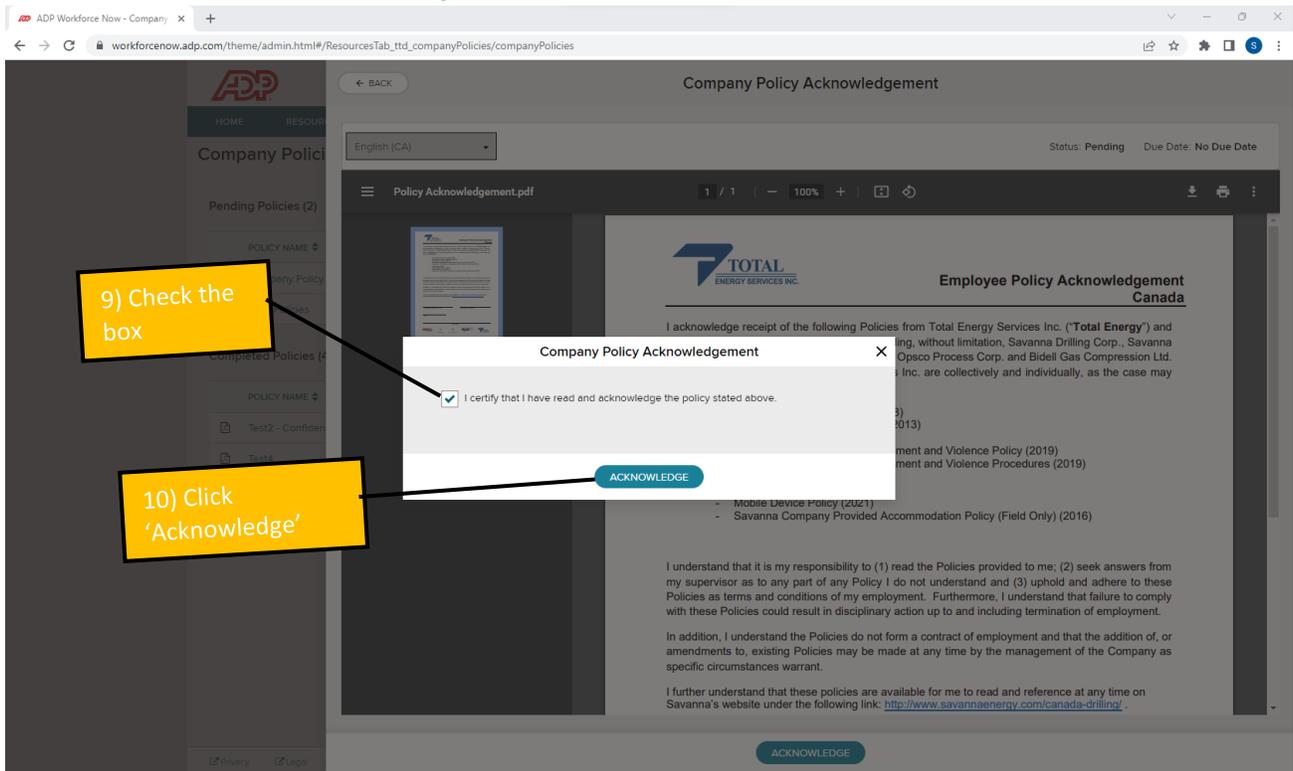


V. Visit the policy link, review all policies, review the acknowledgement form, then click 'Acknowledge':



ADP Internet Browser – Policy Acknowledgement Instructions:

VI. Check the box then click 'Acknowledge':



VII. Success! You have now reviewed and acknowledged the company policies. Thank you for your cooperation!

