



Dear CCC/ASM Global Staff Member:

We are pleased to offer you myadp.com account, a benefit for ASM Global employees. Through ADP, our payroll provider, we are able to offer you access to your earnings statements 24 hours per day, 7 days a week. In addition Tax Withholding and Address & Team Member updates are all processed through myadp.com

How to Register on MYADP.com

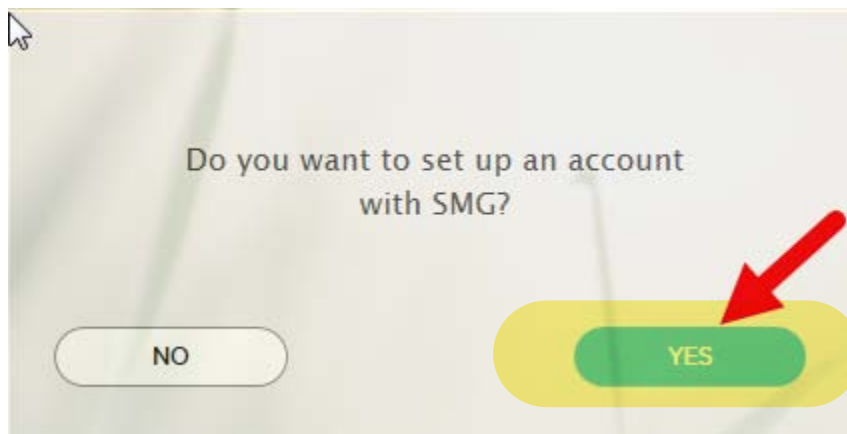
Go to MyADP.com (via the APP on your mobile device, or online from your work PC), then click Register Now:

A screenshot of the ADP login interface. The title is "Log in to ADP". There are input fields for "USER ID" (containing "alwaysendswith@SMGWORLD") and "PASSWORD". Below these is a checkbox labeled "Remember User ID" which is checked. A "LOG IN" button is present. At the bottom, there is a section for "First Time User?" with a "REGISTER NOW" button. A red arrow points to the "REGISTER NOW" button.

Enter "**SMGWORLD-PAYME**" in the Registration Code box then click Next

A screenshot of the ADP "Create your account" screen. The title is "Create your account". There is a "Registration code" field containing "SMGWORLD-PAYME". Below this field, there is a text prompt: "Enter 'SMGWORLD-PAYME' Then hit Next". A red arrow points from this text to a blue "NEXT" button.

Click YES



If you don't know your Employee ID, select "SSN,EIN, or ITIN" and enter your SSN; then choose your birth month and day, and finally click the box to confirm you aren't a bot:

A screenshot of a web form titled "Identify yourself". It contains several input fields and a selection menu. The "First name" and "Last name" fields are at the top. Below them is a section titled "And at least one of these *" with two radio button options: "Employee ID" and "SSN, EIN, or ITIN". A red arrow points to the "SSN, EIN, or ITIN" option. Below this are two dropdown menus for "Birth month and day", labeled "Month" and "Day". At the bottom, there is a "HELP" link, a checkbox labeled "I'm not a robot", and a reCAPTCHA logo with links for "Privacy" and "Terms".

- Click Confirm
- Follow the prompts to complete security info
- Congratulations, you're now registered with a MyADP account – keep going to activate paperless statements!

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

Sincerely yours,

CCC/ASM Global Payroll Department

myadp.com or through the ADP Mobile App now provides you as the employee the ability to directly manage the following:

W-4 Tax Withholding Changes, including State Withholding Changes
Direct Deposit Changes, Editions
Personal Information Changes
Address Changes
Contact Changes (Email, Phone)
Status Information Changes
Pay Stubs
Tax Statements
Pay Card Data