

# My ADP Resource:

Simple, secure & powerful online tools for everyday living

My ADP Resource is a secure web site designed exclusively for ADP Resource® client employees.

My ADP Resource gives you the features and flexibility you need to manage your job-related personal affairs quickly and conveniently. It's easy to use and completely private.

Plus, you get instant access to great deals and discounts on a wide range of premium-brand products, services and entertainment.

## The features you want, the flexibility you need, the perks you deserve

### Homepage

When you log on to My ADP Resource ([www.resource.adp.com](http://www.resource.adp.com)), you will see the **Home Page**, which has been customized for your employer. A row of tabs at the top of the screen make navigating to specific functional areas a breeze. On the left side are quick links to the most frequently accessed tasks. There is also a **Help** button, through which you can get answers to frequently asked questions (FAQs), user guides and more. You'll also see a list of ADP Resource contacts, news and alerts from ADP Resource and links to featured items from our Personal Discounts program.

### HR Tab

Say goodbye to the paycheck paper chase! Click on **View My Paycheck** to view your current paycheck details, including gross pay, net pay, deductions and withholdings. You can also view your paycheck history, a convenient financial planning resource.

In the HR area you'll also find a link to your **Personal Profile**, in which you can update information such as your home address, emergency contact and more. Click on **Update My Tax Withholding** to make changes to your W-4 and **Update My Direct Deposit** to make any necessary changes there.

### Benefits Tab

Get access to great deals and discounts through **Personal Discounts**, our exclusive "perks" program. Save on everything from apparel and accessories to home electronics, travel packages, fine jewelry and much more.

You can also get details and contact information for the Employee Assistance Program (EAP) and Employee Service Center (ESC) and access links to real estate and financial services.

If applicable, you can access your Flexible Spending Accounts, 401(k) account and Commuter Benefits from links on the Benefits home page.



**Resource**  
HR solutions that fit.®

## Benefits Tab (continued)

### Personal Discounts

Get access to great deals and discounts through ADP Resource's exclusive ADP Personal Discounts program. Save money on hundreds of premium-brand products and services, including:

#### Examples:

- Apparel and accessories
- Auto rental, loans and insurance
- Books, movies and music
- Computer and office equipment
- Diamonds and fine jewelry
- Home electronics
- Movie tickets, theme parks, concerts and other entertainment
- Financial services
- Sports, fitness and wellness
- Health and beauty products
- Restaurants, fine food and wine
- Home, garden and pet-related products
- Toys, baby supplies and apparel
- Flowers, gift baskets and related items
- Travel packages, including air and cruise tickets
- And much more!

In addition to the hundreds of great deals offered as part of the regular perks program, you can also sign up for premium-level perks. For a modest monthly fee you can get access to savings on a wide range of luxury brands.

### Real Estate Services

Whether you're looking to buy or sell a home, refinance your mortgage or simply need some timely moving tips, ADP Resource provides access to valuable resources that can save you time, money and stress.

### FormSource™ Tab

Need to update your W-4? Download and print the form you need, when you need it, from FormSource, our online forms library. It's easy, convenient, and saves you time and hassle.

## Getting connected is easy!

Not logged on yet? To access My ADP Resource, go to [www.resource.adp.com](http://www.resource.adp.com). At the log in, you will then be prompted to provide a **User Name** and **Password**. Your User Name was created by using your first initial, the first seven characters of your last name and the last four characters of your social security number. If your last name is shorter than three characters, add a one (1) after the last letter of your last name to make a user name of at least 8 characters.

#### Examples:

SSN	NAME	RESULT
123445678	Joann Song	Jsong5678
123554444	Bob Butterworth	Bbutterw4444
123669989	Sue Lo	Slo19989
233447896	Sam Smith Jr	Ssmithjr7896

It is possible, if you work for two different companies, that you might have a User Name for each one. Simply replace the last letter of your last name with the number 1 and try your user name again.

Your initial Password will be the first character of your first name, plus the six-digit file number from the upper left corner of your paycheck stub, plus the first character of your last name. So, if your name is Fred Smith and your paycheck file number is 000056, your initial Password will be F000056S. If you are unsuccessful in logging in, please call the **Employee Service Center at 800-416-6131**. To protect your privacy and My ADP Resource's security, you will be prompted to change your password after you log in the first time. Choose something that will be easy for you to remember but hard for others to guess.