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ESP Services is now providing ESP Employees, with a new program, allowing you access to powerful online tools for everyday living....

Enclosed is a set of instructions for the My ADP Resource it has many perks for employees. You can now access to your paycheck, personal discounts and capability to make changes to your employee profile provided by ADP resource you no longer have to contact the HR department.

**GO TO THE WEBSITE - [www.resource.adp.com](http://www.resource.adp.com)**

Please review the instructions and log in to the website and explore.

A few things to remember:

1. If so some reason you have entered user name and password and the system is still not allowing you access. Please contact HR department so the issue can be resolved...@ 832-419-5943.
2. What changes are made by you (the employee) is your responsibility if information is incorrect...
3. Any changes must be within the current payroll or changes will take effect the following payroll.
4. Direct Deposit changes; please.....remember that when you change or add a direct deposit, your 1<sup>st</sup> check will be a paper check... ADP has to verify with your banking institution that the accounts numbers are correct.