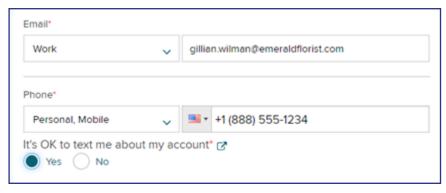
## Quick Registration for Employee Access®

View up to 26 pay statements and up to 3 years of tax statements online at your convenience, safely and securely. Additional features are available depending on what's offered by your company.

- 1 In your welcome email, click **Register Now** or go to <u>my.adp.com</u>.
- Enter your first and Let's get started last name First, we'll need your information so that we can create your account with Emerald Florist First name 0 Gillian You may be asked to verify the month and day of birth Last name 0 or the last 4 digits of your Wilman SSN, EIN, or TIN And one of these Last 4 Digits of SSN, EIN, or ITIN Birth month and day
- 3 Enter your email and phone number



**For security reasons**, if you enter an email or mobile number that's already being used by someone else, you may also be prompted to choose 3 security questions.

- User ID \* 0 Create the Gillman227 User ID and Password Password (case sensitive) \* you'll use to ..... sign in Strong (Add a special character to strengthen) Confirm password (case sensitive) \* ...... 0 Accept the Terms and Conditions Accept Terms and Conditions ✓ I have read and agree to the Employee Access Terms and Conditions.
- 5 Activate your email and phone number

Be sure to reply to the email or text message you receive within 24 hours. We'll use them to send a confirmation code to recover your user ID or password if you ever forget them.

6 Sign into Employee Access

Be sure to bookmark <a href="my.adp.com">my.adp.com</a> for the next time you sign in.

