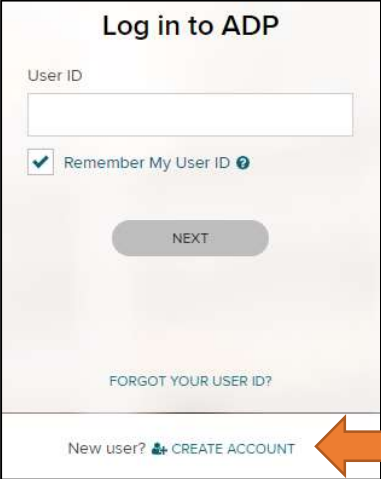
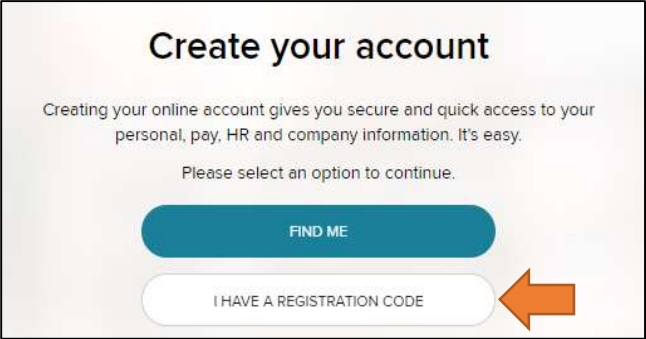
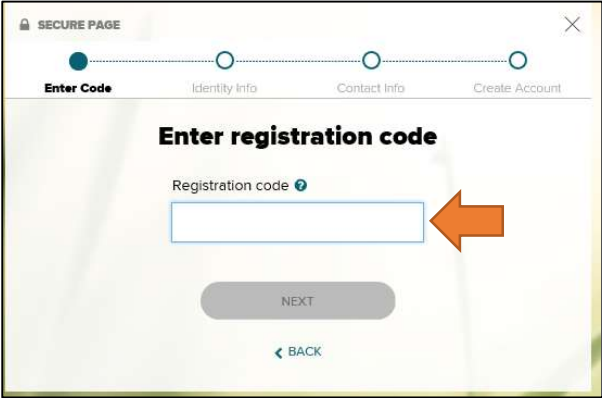
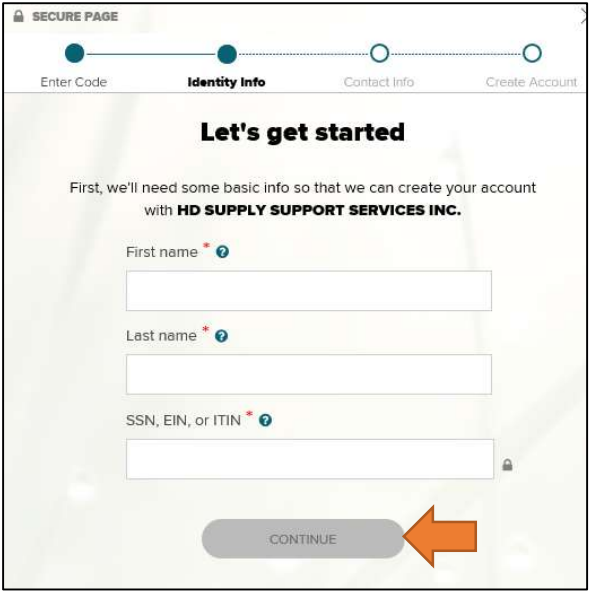
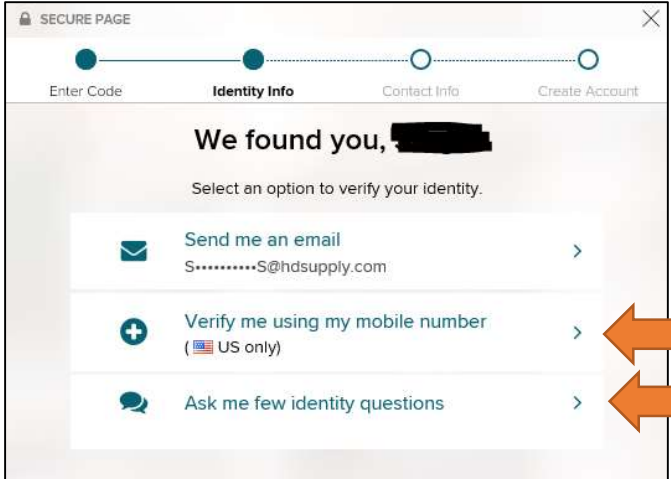
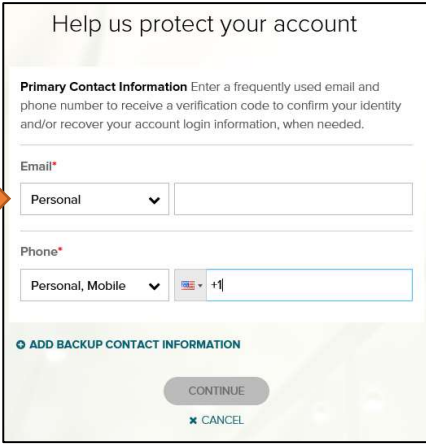
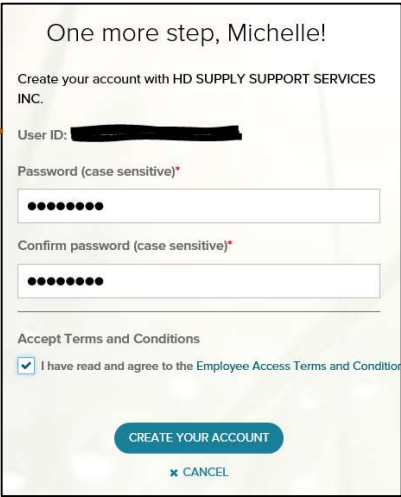

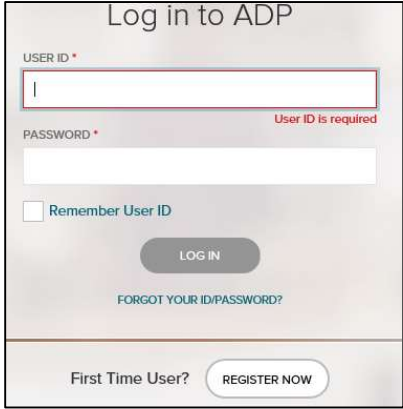


Instructions for Printing W2 – Former and LOA Associates

<p>1 Log into https://my.adp.com Click on Create Account</p>	
<p>2 Click on I Have A Registration Code</p>	
<p>3 Enter the registration code HDSUPP – Spirit (it is not case sensitive) Click Next</p>	

<p>4 Answer all the required fields</p> <p>Click on Continue</p>	
<p>5 Choose one of the options</p> <p>1) Click on Verify me using my mobile number.</p> <p>Enter your mobile number. A text will be sent to your phone. Enter the code.</p> <p>Or</p> <p>2) Click on Ask me few identity questions</p> <p>Answer required security questions</p>	

<p>6 Click on the Email drop down box arrow</p> <p>Select Personal</p> <p>Enter your personal email address and phone number</p> <p>Click on Continue</p>	 <p>Help us protect your account</p> <p>Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.</p> <p>Email*</p> <p>Personal</p> <p>Phone*</p> <p>Personal, Mobile</p> <p>ADD BACKUP CONTACT INFORMATION</p> <p>CONTINUE</p> <p>CANCEL</p>
<p>7 Make note of the User ID (this is case specific)</p> <p>Create a password (this is case specific)</p> <p>Click in the Accept Terms and Conditions box</p> <p>Click on Create Your Account</p>	 <p>One more step, Michelle!</p> <p>Create your account with HD SUPPLY SUPPORT SERVICES INC.</p> <p>User ID: [REDACTED]</p> <p>Password (case sensitive)*</p> <p>Confirm password (case sensitive)*</p> <p>Accept Terms and Conditions</p> <p><input checked="" type="checkbox"/> I have read and agree to the Employee Access Terms and Conditions</p> <p>CREATE YOUR ACCOUNT</p> <p>CANCEL</p>
<p>8 Click on W2 Services</p>	 <p>You are all set!</p> <p>User ID: [REDACTED]</p> <p>Your available services are</p> <p>MYADP</p> <p>W2 SERVICES</p> <p>Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.</p> <p>ADP Taxware Web Support Center</p> <p>PROVIDE YOUR INFORMATION</p>

<p>9 Log In screen will appear</p> <p>Enter your User ID Enter your Password</p> <p>Click on Log In</p>	
<p>10 Click on Download Statement</p>	