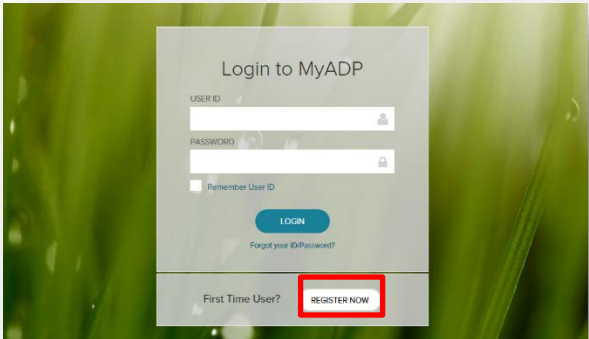
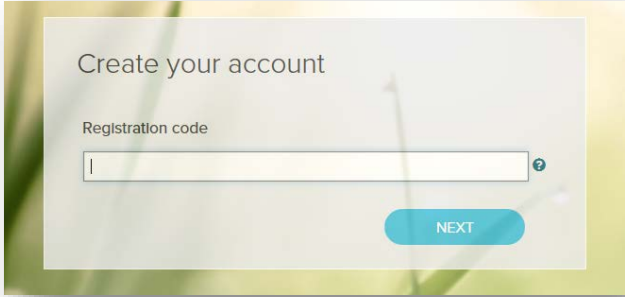
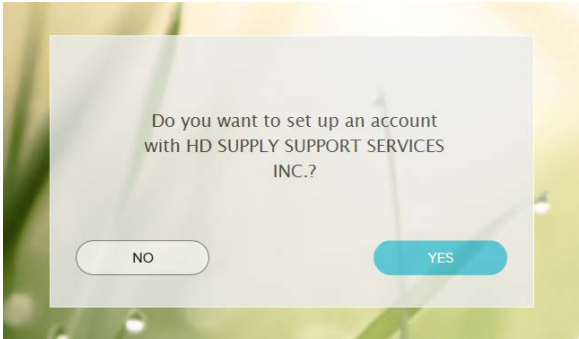


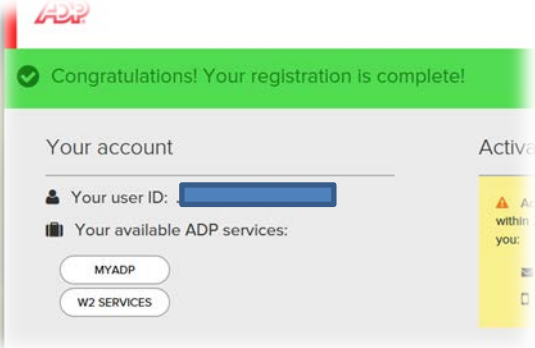
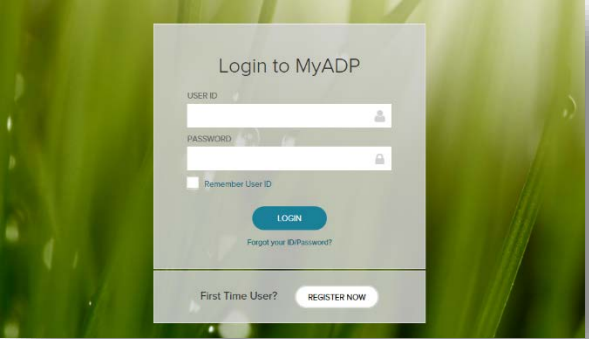
Instructions for Printing W2-Former and LOA Associates

| | Instructions | Visuals |
|---|--|--|
| 1 | Log into www.w2.adp.com Click Register Now |  |
| 2 | Enter the registration code: HDSupp-Spirit (This is not case specific) Click Next |  |
| 3 | Do you want to set up account with HD Supply Support Services Inc? Click YES |  |



| | | |
|----------|--|--|
| <p>4</p> | <p>Answer all required fields.</p> <p>Click Next</p> | |
| <p>5</p> | <p>Answer all questions</p> <p>Click Next</p> | |
| <p>6</p> | <p>Enter Personal Email Address:</p> <p>Enter Phone number if you prefer a text message</p> <p>A new user id will be created for example JohnDoe1@HDSupp: Create your own password. Answer security questions and accept terms. Click Register Now</p> | |



| | | |
|----------|---|---|
| <p>7</p> | <p>Make note of the user id you were provided and the password you created.</p> <p>Click on W2 Service</p> |  |
| <p>8</p> | <p>Another login screen will appear:</p> <p>Enter your user id Enter your password</p> <p>Click Log In</p> |  |