



MyADP Tools - How to Sign in

FIRST TIME USERS

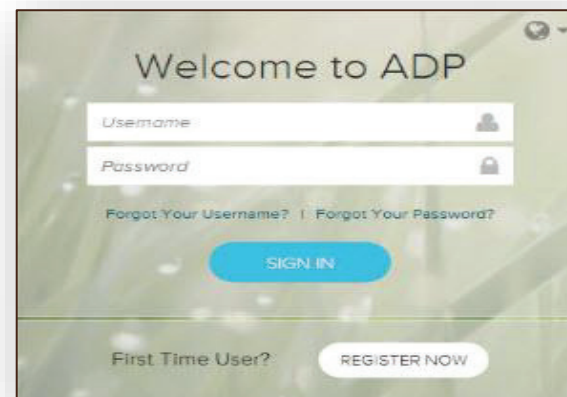
If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to <https://my.adp.com> or download the MyADP app.
2. Click **Register Now**.
3. Enter the registration code of **dawnfoods-1234** and click **Go**.
4. Enter your name and other requested information and click **Confirm**.
 - If the prompt indicates that your record was found, click **Register Now**.
 - If the prompt indicates your record could not be found, contact your administrator or help desk.
5. On the Register for Services page, enter your contact information.
6. Make a note of your user ID.
7. Create a password.
8. Select and answer security questions.
9. If prompted, read the terms and conditions and select the **I Agree** check box.
10. Click **Register** (or **Register Now**).
11. Activate your contact devices by following the instructions in the two emails you will receive.
12. You can now log in to your ADP service.

EXISTING USERS

If you had previously registered with ADP for Dawn Foods, follow the process below.

1. Go to <https://my.adp.com> or download the MyADP app.
2. Enter your Username and Password
 - Your username is the user ID you received when you completed self-registration.
 - Your password is the one you created during self-registration.
 - Note: You can click on the Forgot your Username or Password? for options to reset your account.
3. Click **Sign In**



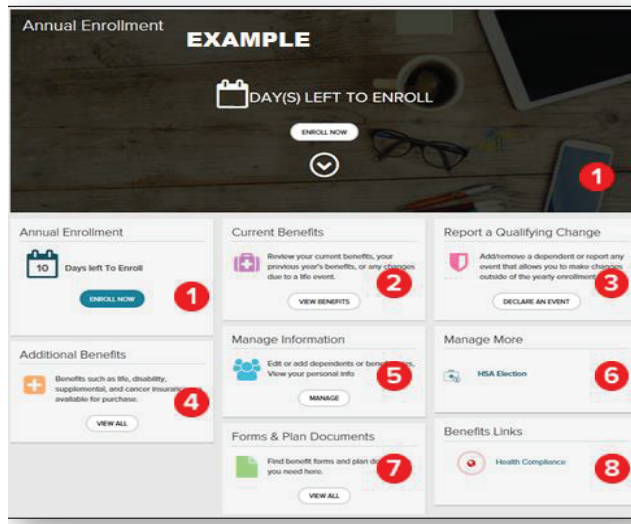
For further assistance, contact
ADP Benefit Call Center at
855-329-6236



MyADP Tools

BENEFITS

You can access the Benefits landing page, which provides quick access to all your benefits information.



- Access an open event (New Hire, Annual Enrollment, incomplete Life Events, etc.)
- View the benefits you are currently enrolled in and applicable paycheck deductions. Access benefits confirmation statements.
- Declare a Life Event, such as marriage, divorce, adoption, birth, and so forth.
- Access Benefits that do not require a Life Event for changes to take place. For example, update your HSA election.
- Access forms and documents related to your benefits.

PAYROLL

The Pay page provides quick, summarized access to all pay-related information.

You can view up to three years of not only pay information, but also your W-2s and 1095Cs.

