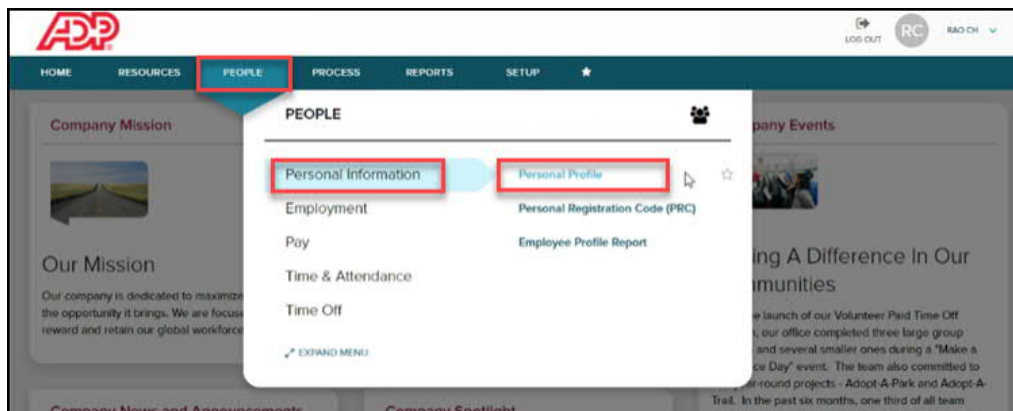


ADP Employment Verification Services Change Participation Option - Employer

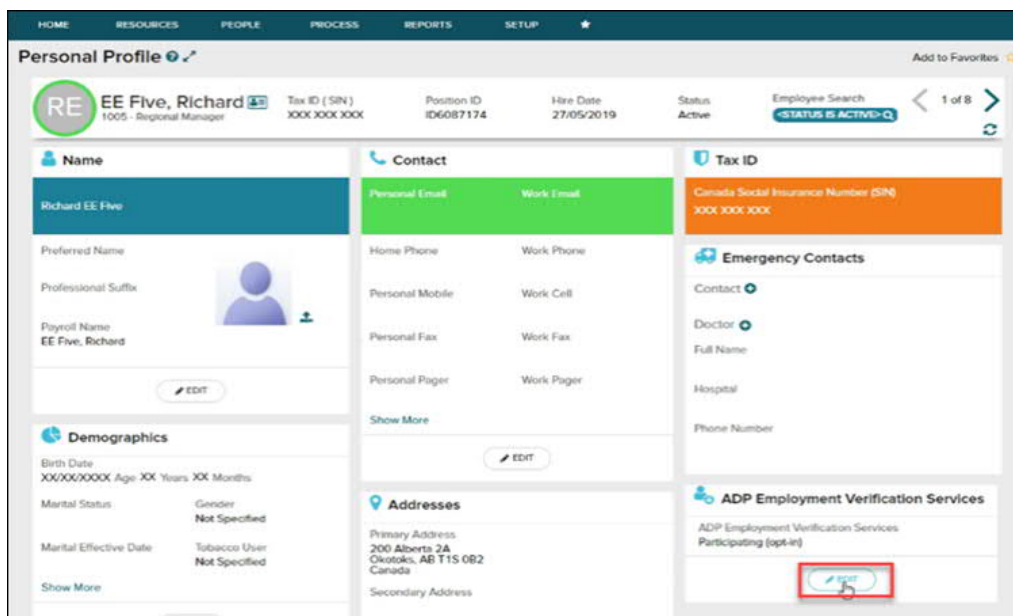


1. From the ADP Workforce Now™ Home page, click PEOPLE > Personal Information > Personal Profile.



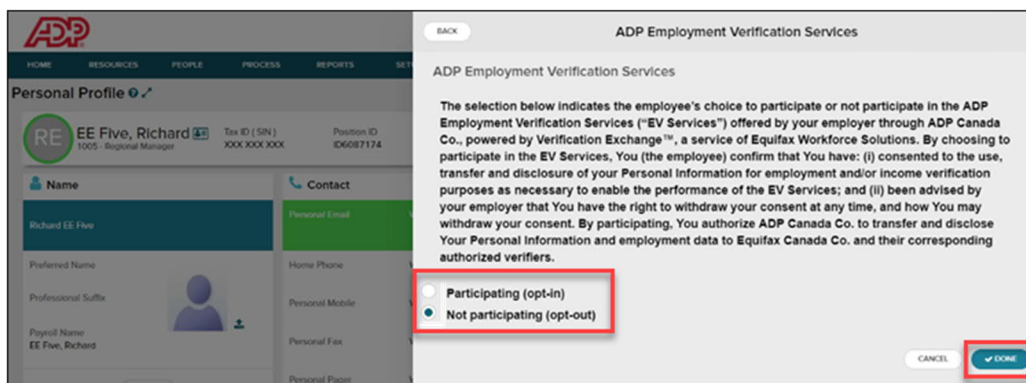
Result: The Profile window appears.

2. On the ADP Employment Verification Services tile, click Edit.



Result: The ADP Employment Verification Services slider appears.

3. Employer chooses the Participating (Opt-In) or Not Participating (opt-out) option.



4. Click Done.

Result: The ADP Employment Verification Services indicator changes to confirm the choice selected.

HOMERESOURCESPEOPLEPROCESSREPORTSETUP★

Personal Profile

Add to Favorites

RE

EE Five, Richard

1005 - Regional Manager

Tax ID (SIN)
XXX XXX XXX

Position ID
ID6087174

Hire Date
27/05/2019

Status
Active

Employee Search
<STATUS IS ACTIVE>

< 1 of 8 >

Name

Richard EE Five

Preferred Name

Professional Suffix

Payroll Name
EE Five, Richard

EDIT

Demographics

Birth Date
XX/XX/XXXX Age XX Years XX Months

Marital StatusGender
Not Specified

Marital Effective DateTobacco User
Not Specified

Show More

Contact

Personal EmailWork Email

Home PhoneWork Phone

Personal MobileWork Cell

Personal FaxWork Fax

Personal PagerWork Pager

Show More

EDIT

Addresses

Primary Address
200 Alberta 2A
Okotoks, AB T1S 0B2
Canada

Secondary Address

Tax ID

Canada Social Insurance Number (SIN)
XXX XXX XXX

Emergency Contacts

Contact

Doctor

Full Name

Hospital

Phone Number

ADP Employment Verification Services

ADP Employment Verification Services
Not participating (opt-out)

EDIT

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JA_ParticipationOption_Employer_EN_v091619