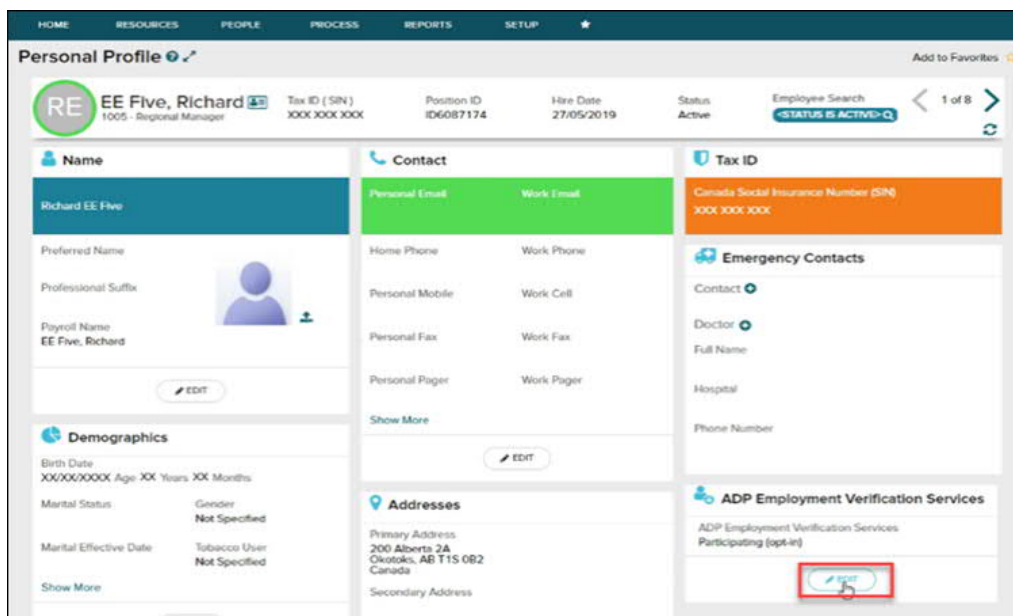1. From the ADP Workforce Now™ Home page, click PEOPLE > Personal Information > Personal Profile.
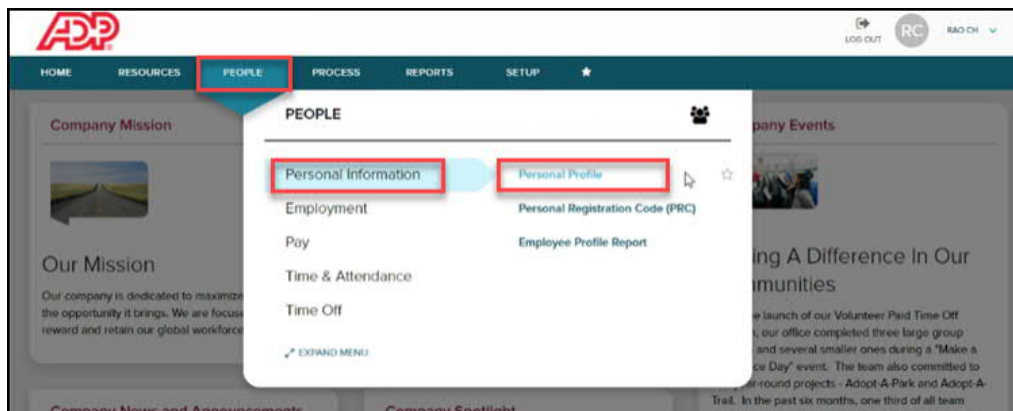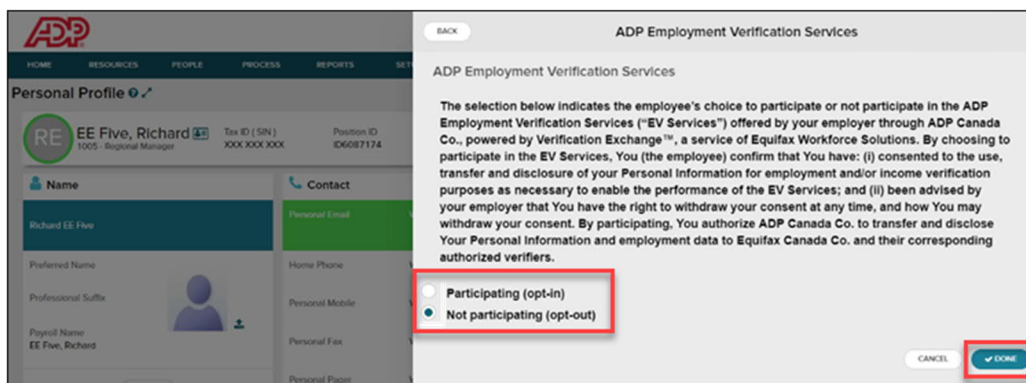

Result: The Profile window appears.

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.