1. From the ADP Workforce Now™ Home page, click MYSELF.
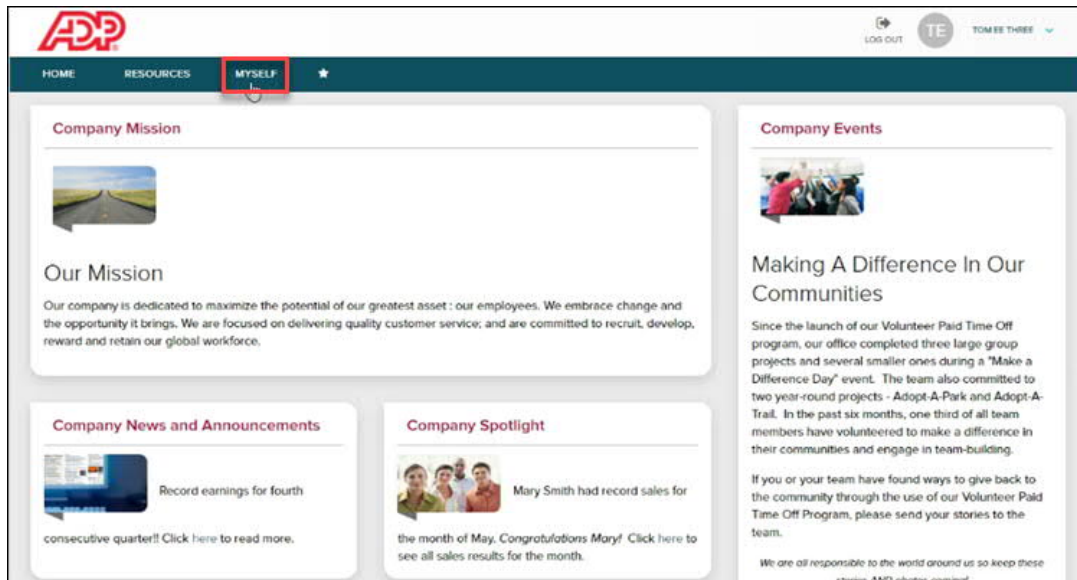
2. From the MYSELF dropdown, hover My Information and click Profile.

Result: The Profile window appears.

3. In the Work Info tile, click View More.

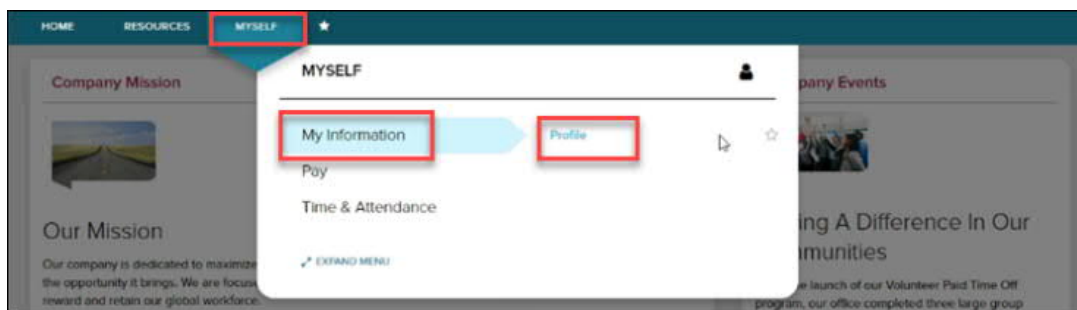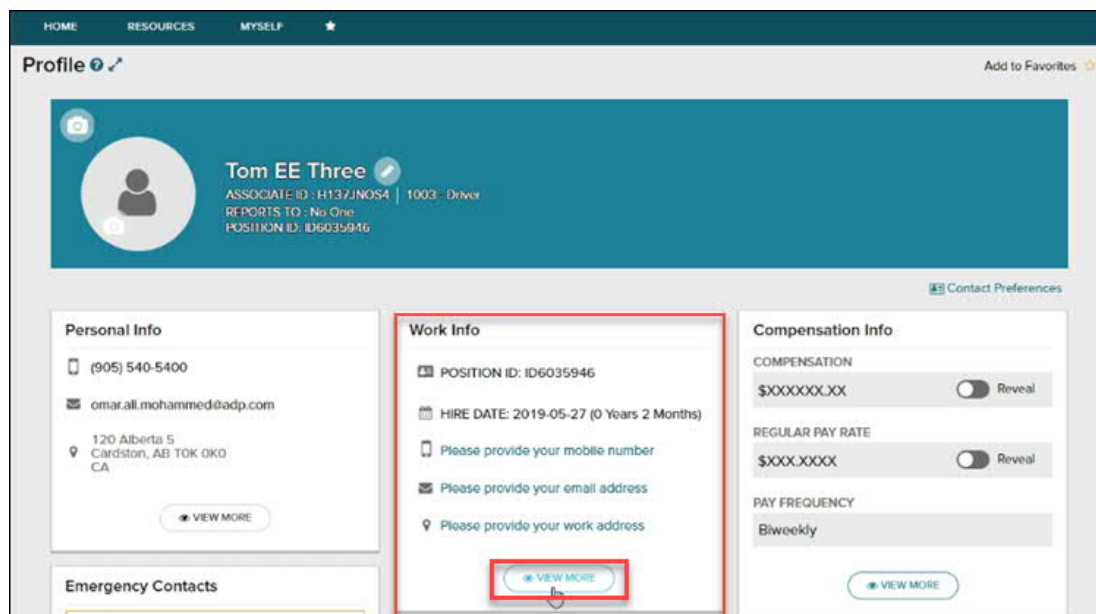> Result: The Work Info slider appears.

4. Click the ADP Employment Verification Services to open the dropdown.

5. Employee may choose the Participating (Opt-In) or Not Participating (opt-out) option.

6. Click Save.