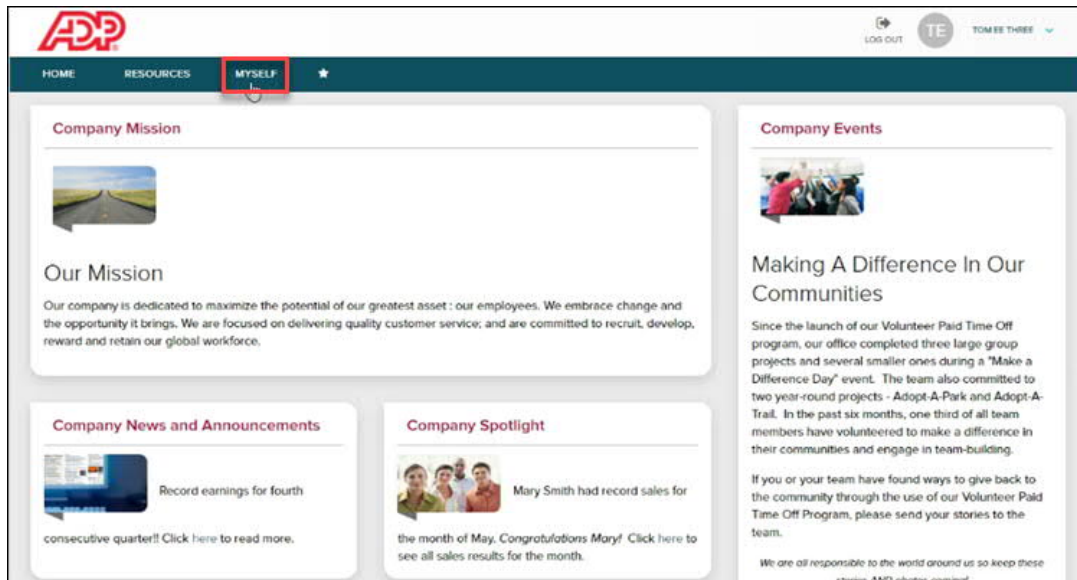


ADP Employment Verification Services

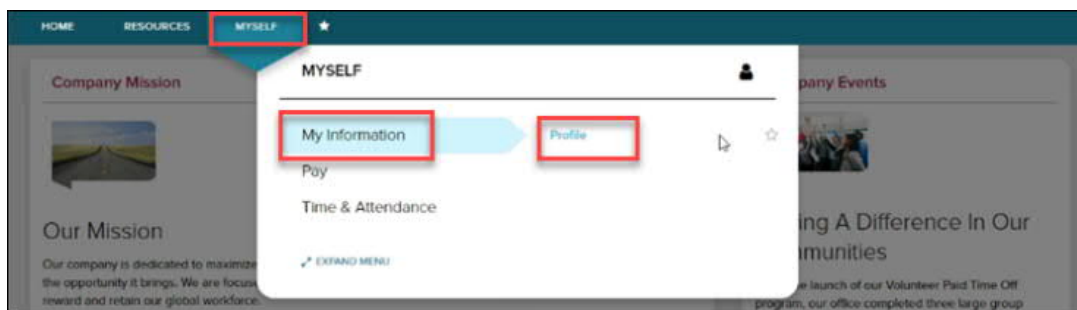
Change Participation Option - Employee



1. From the ADP Workforce Now™ Home page, click MYSELF.

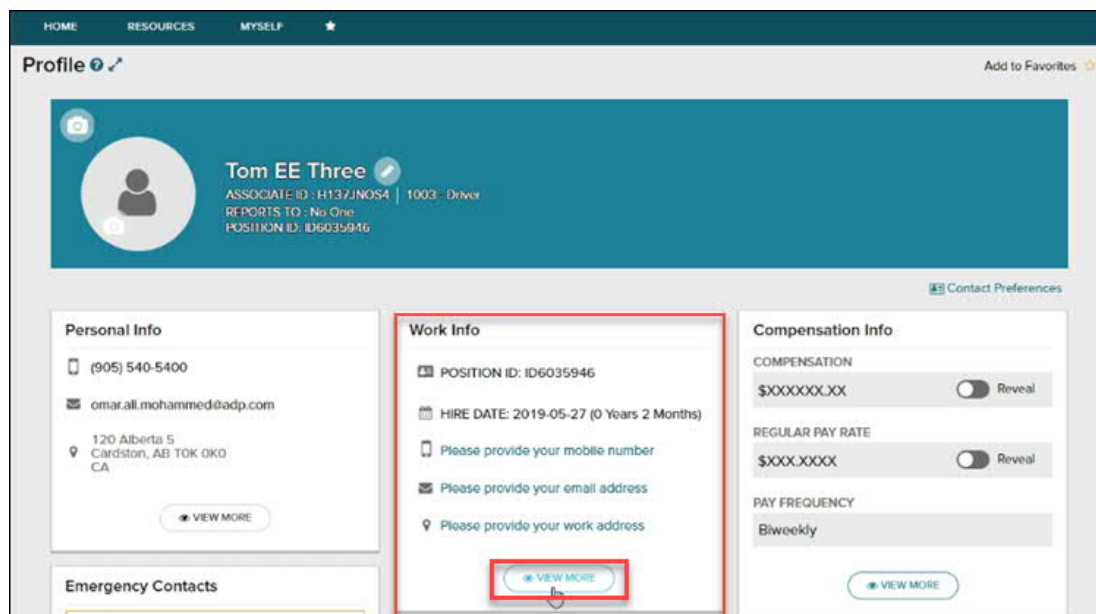


2. From the MYSELF dropdown, hover My Information and click Profile.



Result: The Profile window appears.

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



Change Participation Option - Employee

Result: The Work Info slider appears.

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

The screenshot shows the 'Profile' page for Tom EE Three. The left sidebar contains personal and emergency contact information. The main content area shows a 'Contact' section with fields for phone number and email. Below this is a 'Work Info' section with dropdown menus for Position, Status, Employment, Work Schedule, and ADP Employment Verification Services. The 'ADP Employment Verification Services' dropdown is open, showing a list of options. A red box highlights the 'ADP Employment Verification Services' dropdown menu.

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

The screenshot shows the 'Profile' page for Tom EE Three. The left sidebar contains personal and emergency contact information. The main content area shows a 'Work Info' section with dropdown menus for Position, Status, Employment, Work Schedule, and ADP Employment Verification Services. The 'ADP Employment Verification Services' dropdown is open, showing a list of options. A red box highlights the 'ADP Employment Verification Services' dropdown menu. Below the dropdown, the 'ADP Employment Verification Services' section is visible, showing the 'Not participating (opt-out)' option selected. A red box highlights the 'Not participating (opt-out)' option.

6. Click Save.

Credits

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