

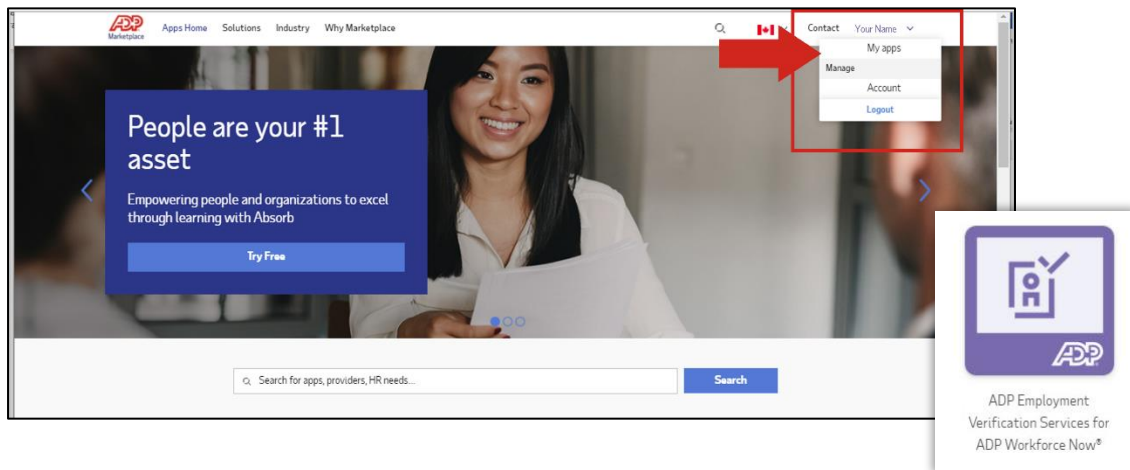


ADP Employment Verification Services Cancel Subscription to EVS

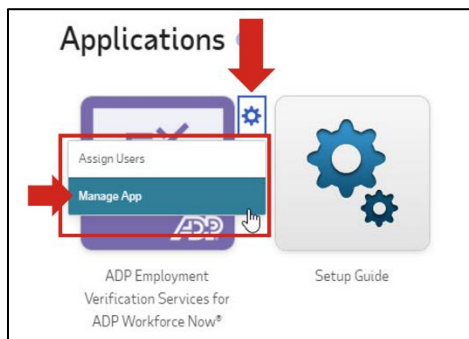


This Job Aid is to assist in cancelling a subscription in ADP Workforce Now® for Employment Verification Services. There are 5 steps:

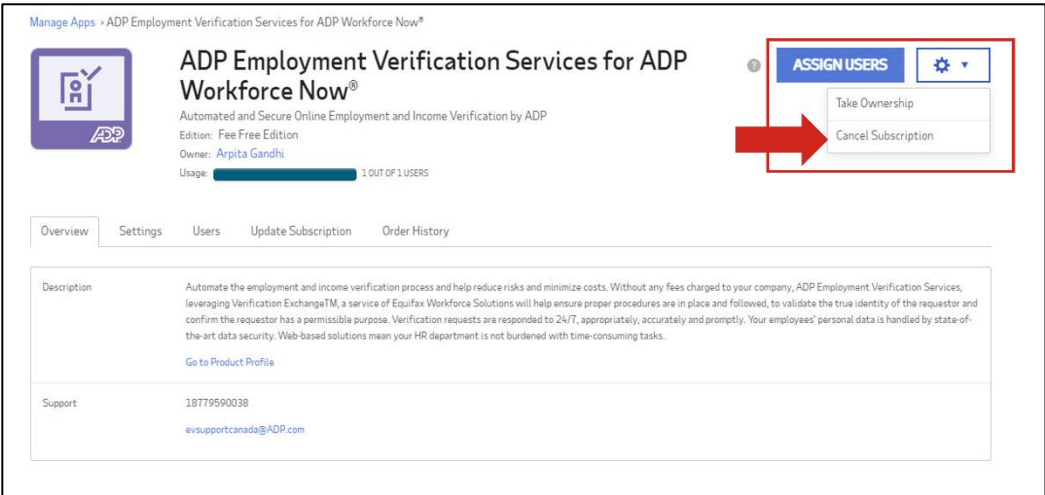
1. From the ADP Marketplace **HOME** page, click on your name in the upper-right corner, and click **MY APPS** from the dropdown menu.



2. Click the **Gear icon**
3. From the dropdown, select **Manage App**.

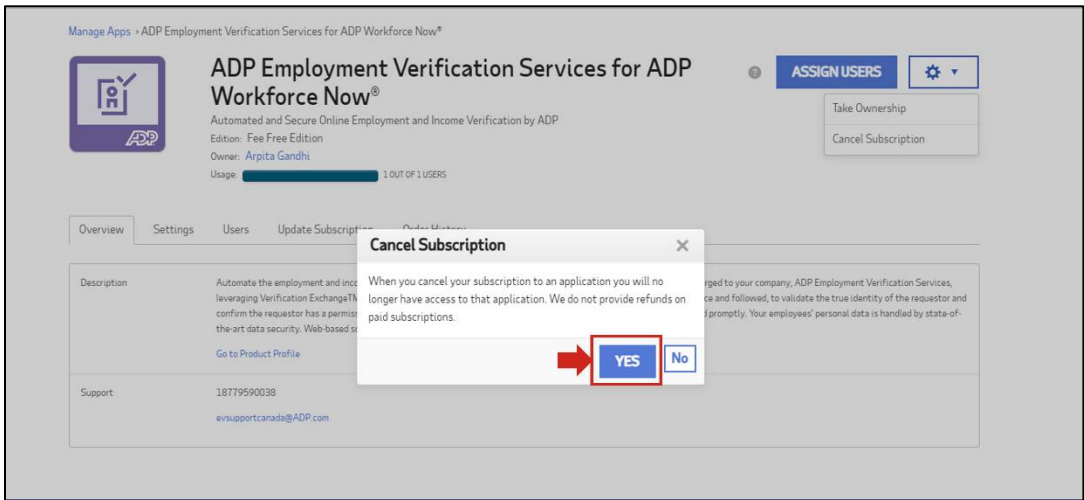


4. Click **Cancel Subscription**.



Result: The confirmation window appears.

5. Click **YES** to complete the cancellation.



Result: Message appears confirming "Your subscription to ADP Employment Verification Services for ADP Workforce Now® was successfully canceled".

