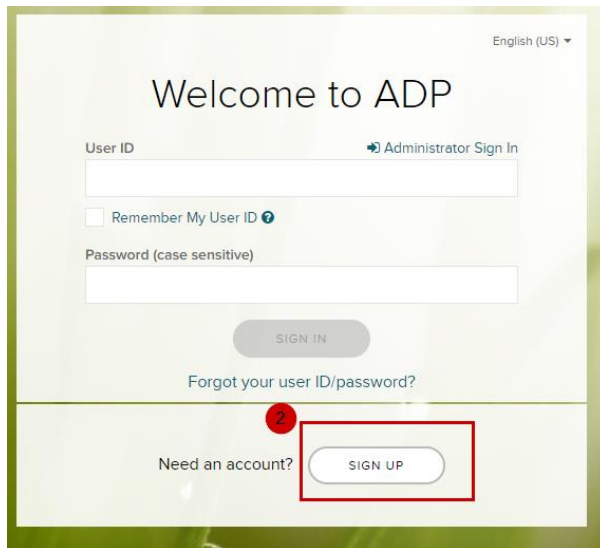


MEMORANDUM

To: GBLS Employees
From: David White, Staff Accountant
Date: December 30, 2019
Subject: Paperless Payroll

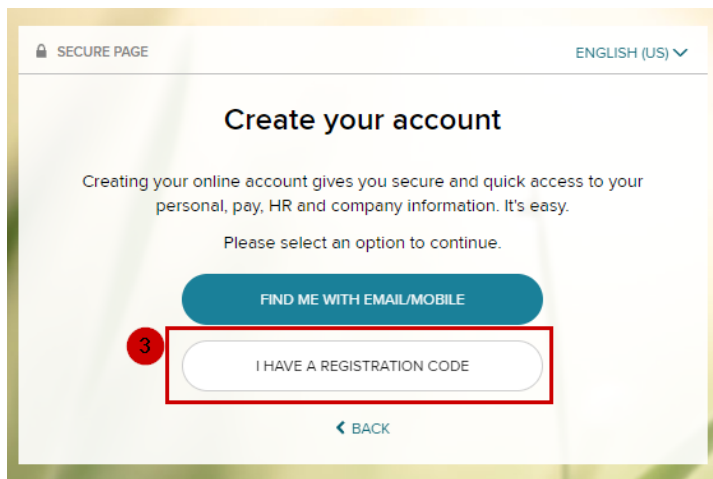
GBLS employees will no longer receive paper paystubs. You will now have to log into ADP to view or print your paystubs; in order for you to do this you will need to set up an account with ADP. Enclosed is a copy of the instructions on how set up your login account with ADP. Any questions, feel free to call me at ext. 1593.

1. Open: Web Site - workforcenow.adp.com
2. Click on "Sign Up"



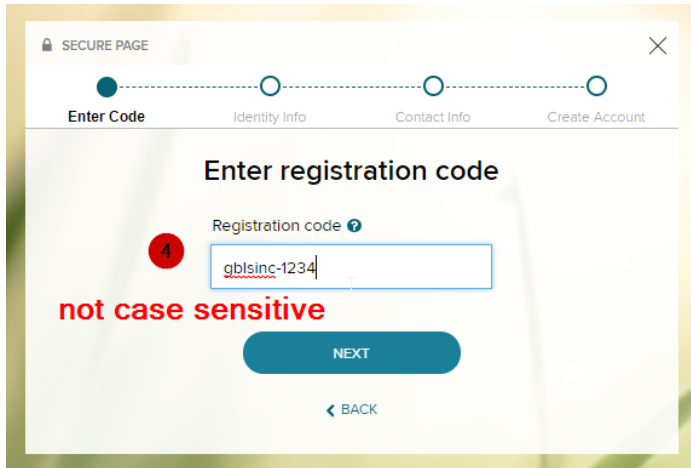
The screenshot shows the ADP login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP". Below this, there are two input fields: "User ID" and "Password (case sensitive)". A "Remember My User ID" checkbox is located between the two fields. To the right of the "User ID" field is a link for "Administrator Sign In". Below the password field is a "SIGN IN" button. Underneath the "SIGN IN" button is a link for "Forgot your user ID/password?". At the bottom of the page, there is a "Need an account?" link and a "SIGN UP" button. A red circle with the number "2" is placed above the "SIGN UP" button, which is also enclosed in a red rectangular box.

3. Click on "I have a registration code"

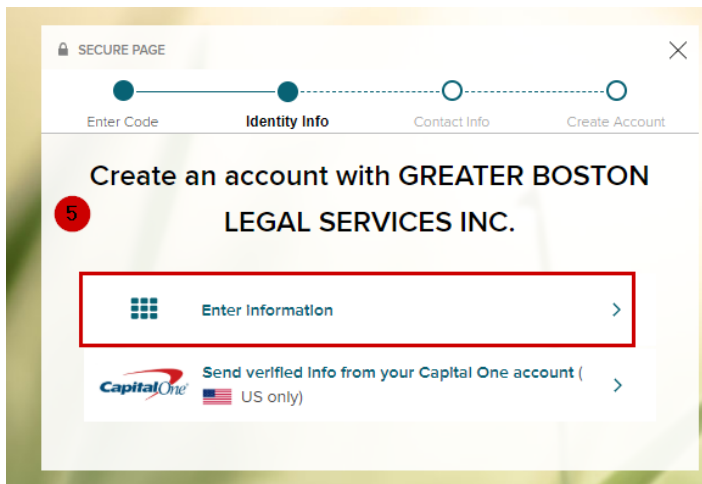


The screenshot shows the ADP account creation page. At the top left, there is a "SECURE PAGE" indicator with a lock icon. At the top right, there is a language selector set to "ENGLISH (US)". The main heading is "Create your account". Below this, there is a paragraph: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Below the paragraph is the instruction "Please select an option to continue." There are two buttons: a teal button labeled "FIND ME WITH EMAIL/MOBILE" and a white button with a red border labeled "I HAVE A REGISTRATION CODE". A red circle with the number "3" is placed to the left of the "I HAVE A REGISTRATION CODE" button, which is also enclosed in a red rectangular box. At the bottom of the page is a "BACK" link with a left-pointing arrow.

4. Enter registration code --not case sensitive



5. Click Enter Information



6. Fill out info - Select "Last 4 digits of SSN,....." and enter the last 4 digits of your SS#

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Let's get started

First, we'll need some basic info so that we can create your account with **GREATER BOSTON LEGAL SERVICES INC.**

First name *

Last name *

And one of these*

Associate ID

Last 4 Digits of SSN, EIN, or ITIN

 [WHY IS THIS REQUIRED?](#)

Birth month and day *

Month Day

CONTINUE

7. Select a User ID, a Password, accept terms and create a password

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

One more step, [redacted]!

Let's set up the login information for your account with **GREATER BOSTON LEGAL SERVICES INC.**

User ID *

Password (case sensitive) *

Strongest

Confirm password (case sensitive) *

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT

You'll get an email from adp: "ADP Generated Message: Activate Your Email Address"

And a welcome message: "ADP Generated Message: Welcome to ADP services!"