



IN THE BUSINESS OF YOUR SUCCESSSM

Getting started with ADP Mobile

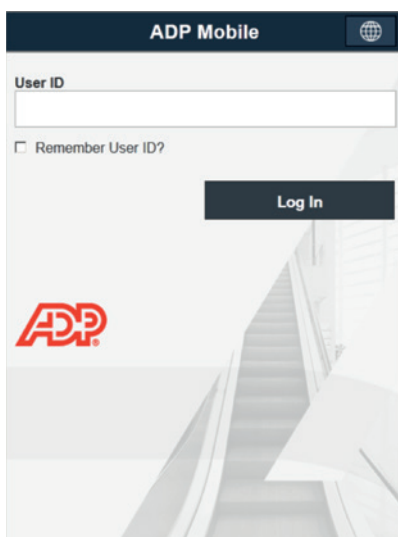
With ADP Mobile it is possible to easily find contact details of colleagues, view pay information and request time off. Are you using an iPhone, Blackberry or Android smartphone? Then you can use ADP Mobile.

If you are using an iPhone, iPad or iPod touch, you can download the ADP Mobile app from the Apple app store. You will find ADP Mobile under the iPhone apps. For devices with other operating systems, like Blackberry or Android, click on the internet browser on your mobile device and go to <http://mobile.adp.com>

SUGGESTION

Add mobile.adp.com to your favourites or create a shortcut on your main screen. This way you can go straight to mobile.adp.com without clicking on your browser.

The login page is in the same language as set on your mobile device. You can change the language by clicking the globe in the upper right corner. On the iPhone you can change the language via 'Settings' on the home screen.



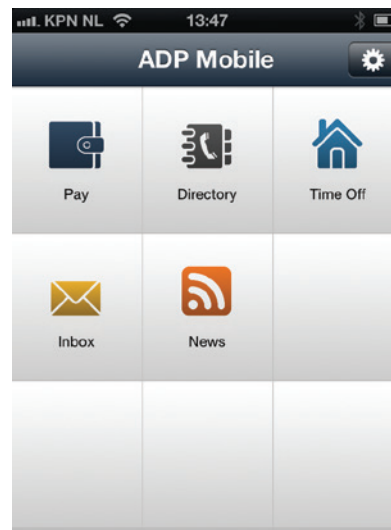
Now you can log in, using your username and password. The username and password are the same as those you are already using for the web application Employee Self Service (ESS,

the application for time off requests) or for viewing your digital payslip. You can only request a forgotten password/user name again via the web application (i.e. via a PC or laptop).

The first time you use ADP Mobile, you must read and accept the terms of use. After you have accepted the terms you will enter the start screen. Depending on the self service functions available via your employer, here you can:

- Find colleagues and their contact details in the Corporate Directory
- Request time off and check your leave balance
- Read your messages and approve or reject requests for time off (managers only)
- View payroll information for the past five periods and cumulatively
- Receive news from the HR department

Both your Time off and your Inbox are linked to Employee Self Service.



REQUIREMENTS FOR THE MOBILE DEVICE

To use ADP Mobile, you will need to have one of the following compatible mobile devices:

- Android™ 2.0 or higher
- Blackberry® 4.6.1 or higher
- iPhone® 3G, iPhone 3GS, iPhone 4, iPhone 4S with iOS 4.0 or higher, iPhone 5 with iOS 5.0 or higher
- iPod touch® 3e, 4e generation, iOS 4.0 or higher
- iPad®, iPad 2 with iOS 4.0 or higher

More information on how to use the ADP Mobile app can be found at www.adp.nl/employees.

