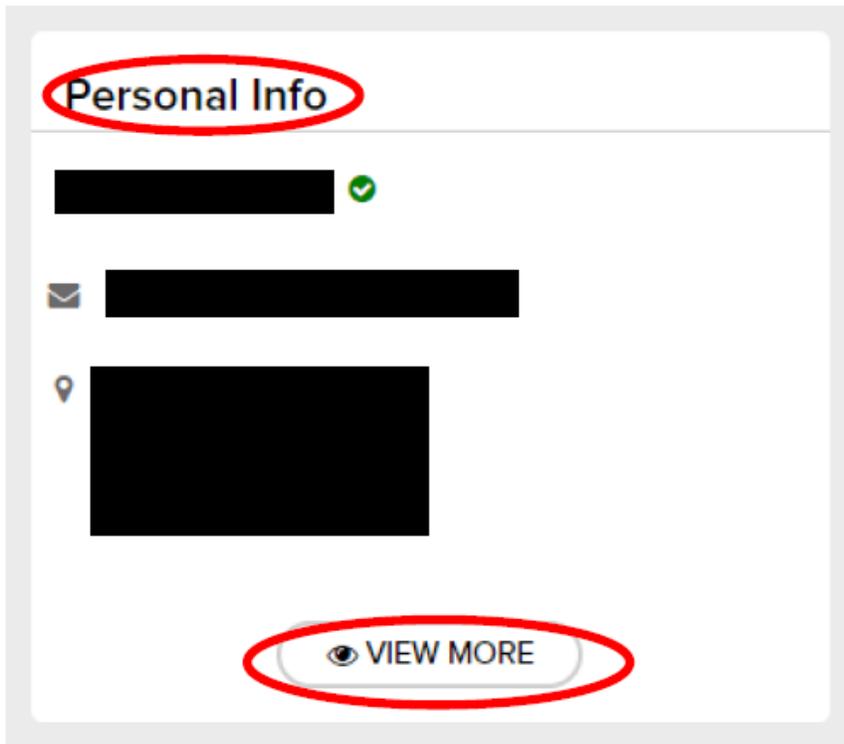


UPDATING YOUR ADDRESS AND OTHER DEMOGRAPHIC INFO IN ADP

1. Log into ADP
2. Select “Myself”
3. Under “My Information” select “Profile”



4. In “Personal Info” section, select “View More”



5. A new window will appear on the right-hand side of your screen. Scroll down to the “Address” section and update your information. Next, select “Save”

***Please note: If you are currently working remotely, and move to a new state, please notify the Payroll Department ASAP. You may be required to complete a new state tax form.**

The image shows a screenshot of a web form titled "Personal Info". At the top left is a "BACK" button. The "Personal Info" title is circled in red. Below it is the "Address" section, which is also circled in red. A blue information box above the address fields states: "Address Line 1, City, State/Province and Zip Code/Postal Code are required when the country is the U.S. or Canada." The "LEGAL ADDRESS" section includes a "Country" dropdown menu set to "United States", and text input fields for "Address Line 1", "Address Line 2", and "Address Line 3". Below these are fields for "City", "State / Territory" (dropdown menu set to "MD - Maryland"), "Zip Code", and "County". At the bottom left of the address section is a link that says "ADD ADDRESS". Below the address section is a "Contact" section. At the bottom center of the form is a blue "SAVE" button, which is circled in red.

6. Repeat steps 1-5 to update your Phone Number, Personal Email Address, and Emergency Contacts

7. In the “Personal Info” section, you can also view your Ethnicity, Race, Social Security Number, Date of Birth, and Gender

***If there is a discrepancy with any of this information, please contact the Payroll Department or a member of the Ros Team immediately.**