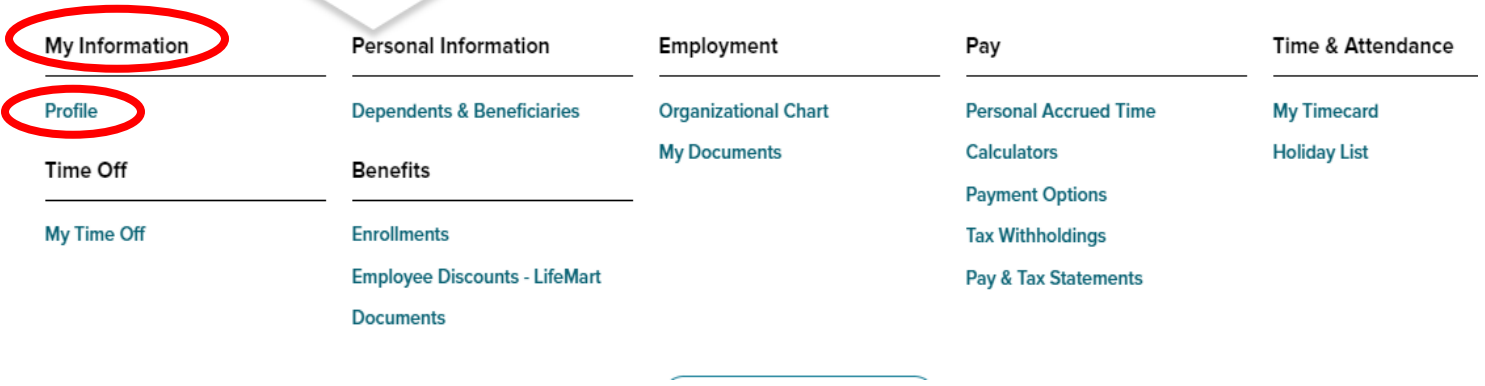
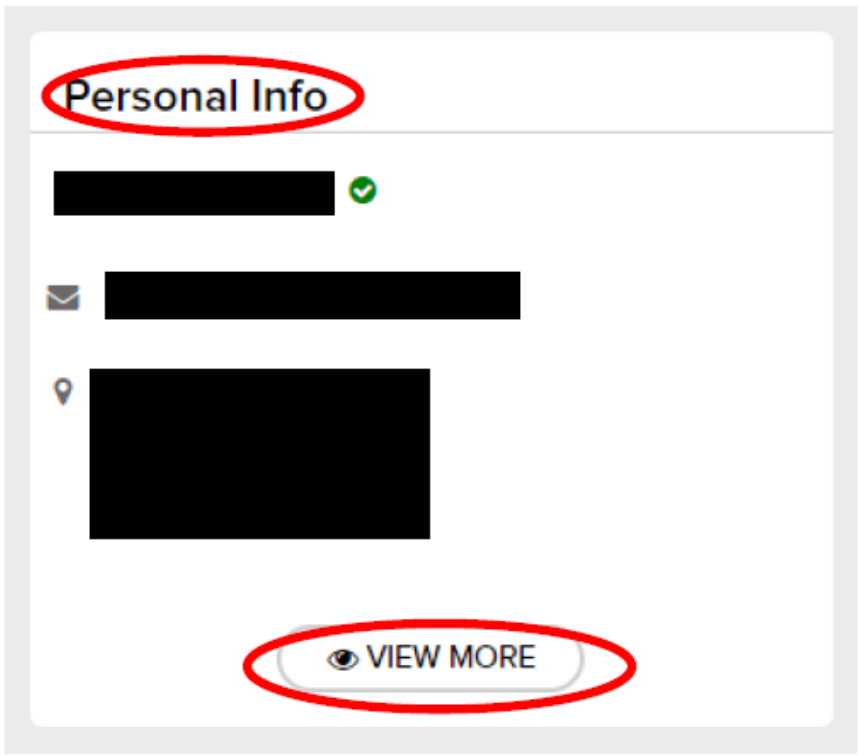


UPDATING YOUR ADDRESS AND OTHER DEMOGRAPHIC INFO IN ADP

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 screenshot shows a web interface for updating personal information. At the top, there is a 'BACK' button and a 'Personal Info' header. Below this is an 'Address' section with a blue information icon and a note: '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 is highlighted with a red circle and contains the following fields: Country (dropdown menu set to 'United States'), Address Line 1 (text input with a blacked-out value), Address Line 2 (text input), Address Line 3 (text input), City (text input with a blacked-out value), State / Territory (dropdown menu set to 'MD - Maryland'), Zip Code (text input with a blacked-out value), and County (text input with a blacked-out value). Below these fields is an 'ADD ADDRESS' link. At the bottom of the form is a 'Contact' section and a 'SAVE' button, which is also 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 (payroll@NEWSolutions.org) or Field Operations Team (Support@NEWSolutions.org)**