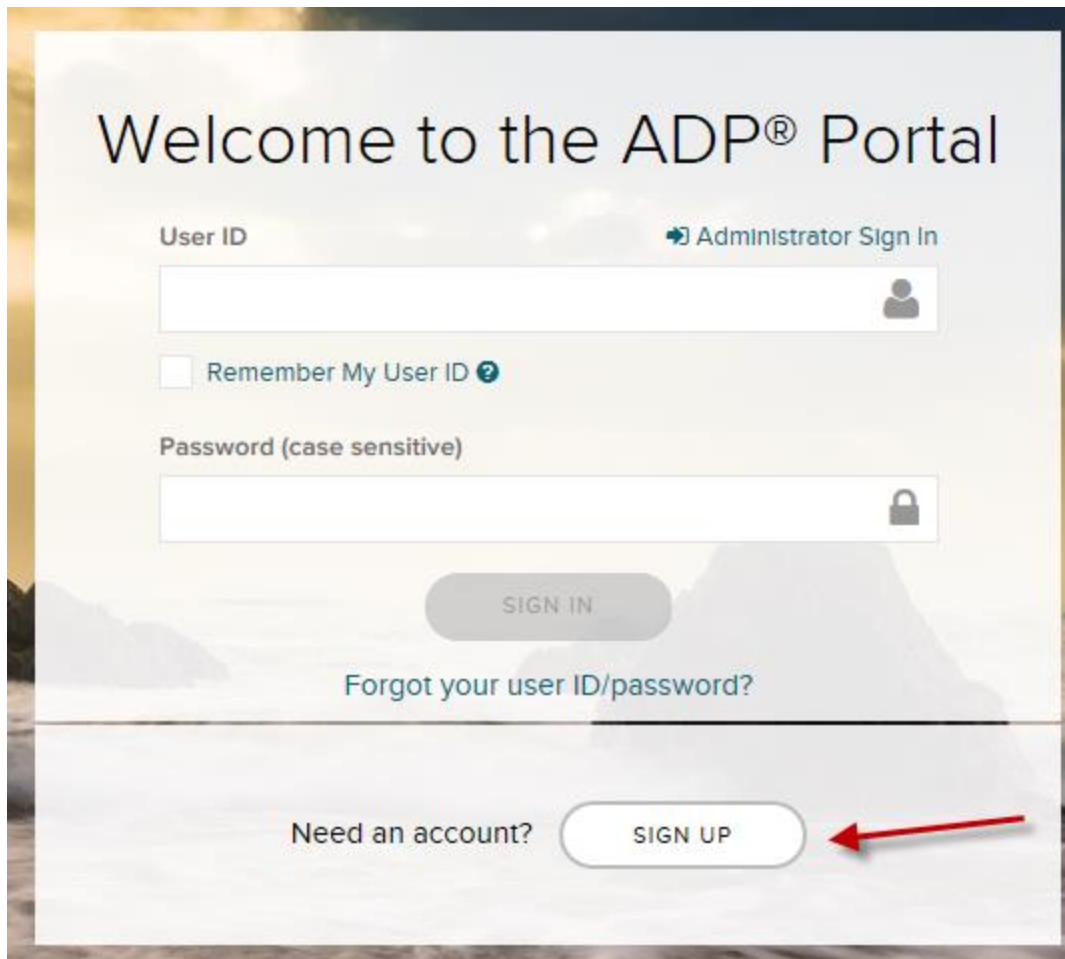


EMPLOYEE SELF SERVICE

The ADP Portal is an Employee Self Service (ESS) system that allows employees access to eTime, Pay Statements, Direct Deposit Maintenance, Tax Forms (W2 and W4), and ALINE direct deposit enrollment in one central location.

To register for ADP ESS:

1. Navigate to <https://online.adp.com/portal/login.html>. In the Need an account? section select **SIGN UP**



Welcome to the ADP® Portal

User ID Administrator Sign In

Remember My User ID

Password (case sensitive)

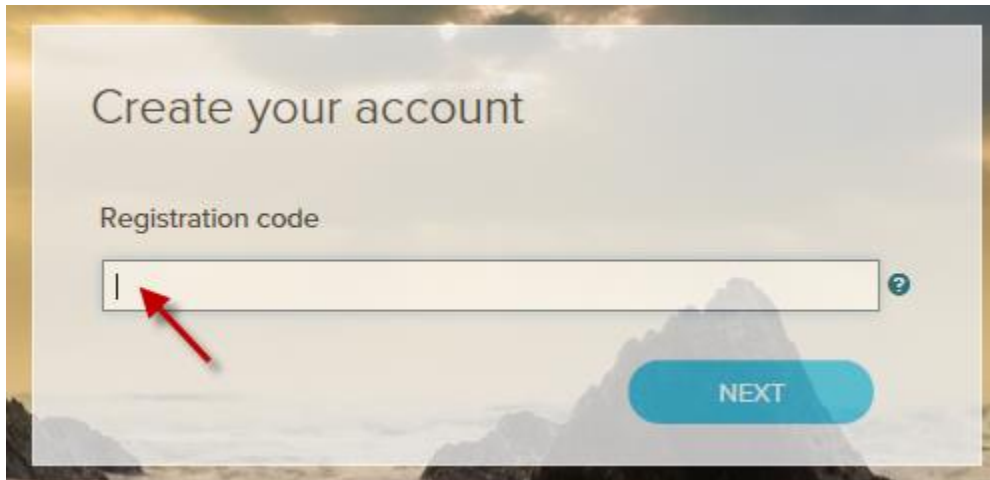
SIGN IN

[Forgot your user ID/password?](#)

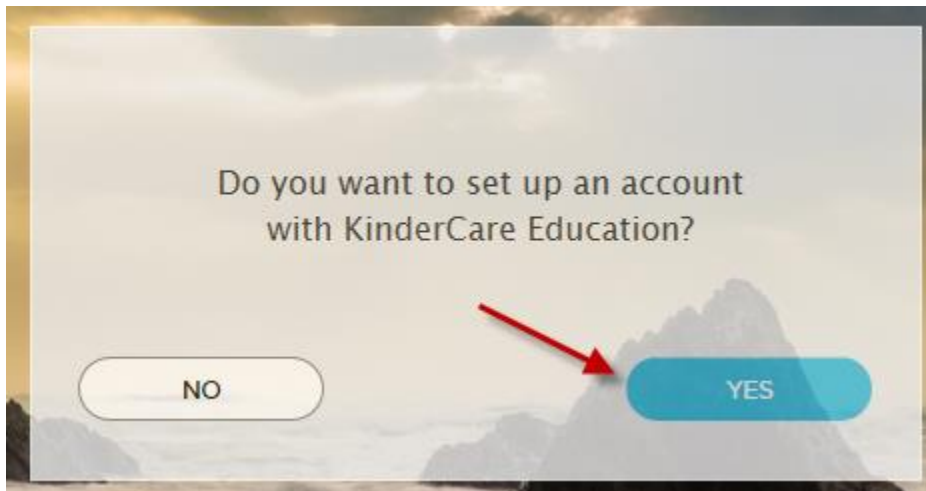
Need an account? **SIGN UP**

EMPLOYEE SELF SERVICE

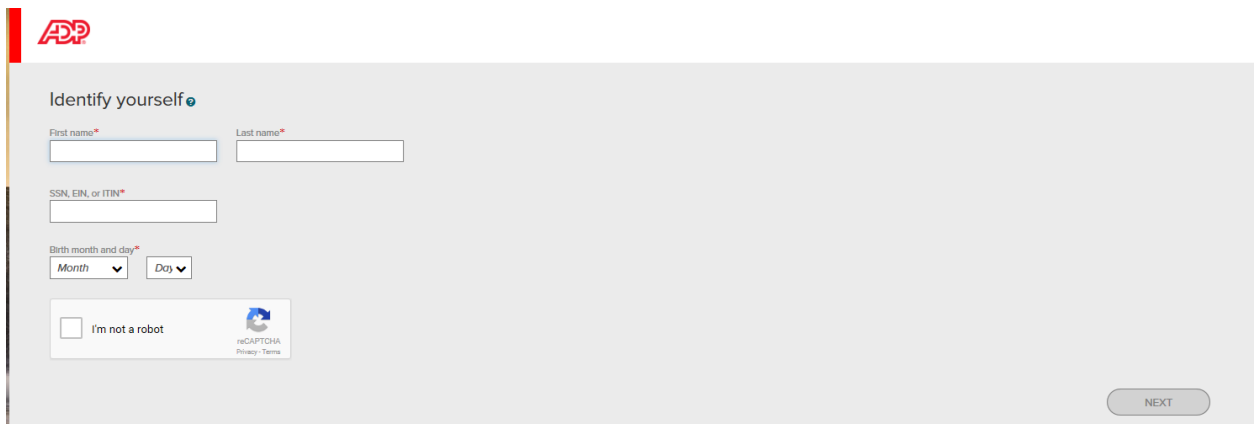
2. Enter the registration code: **kue-changeme**



3. Verify you would like to set up an account with KinderCare Education by clicking **YES**

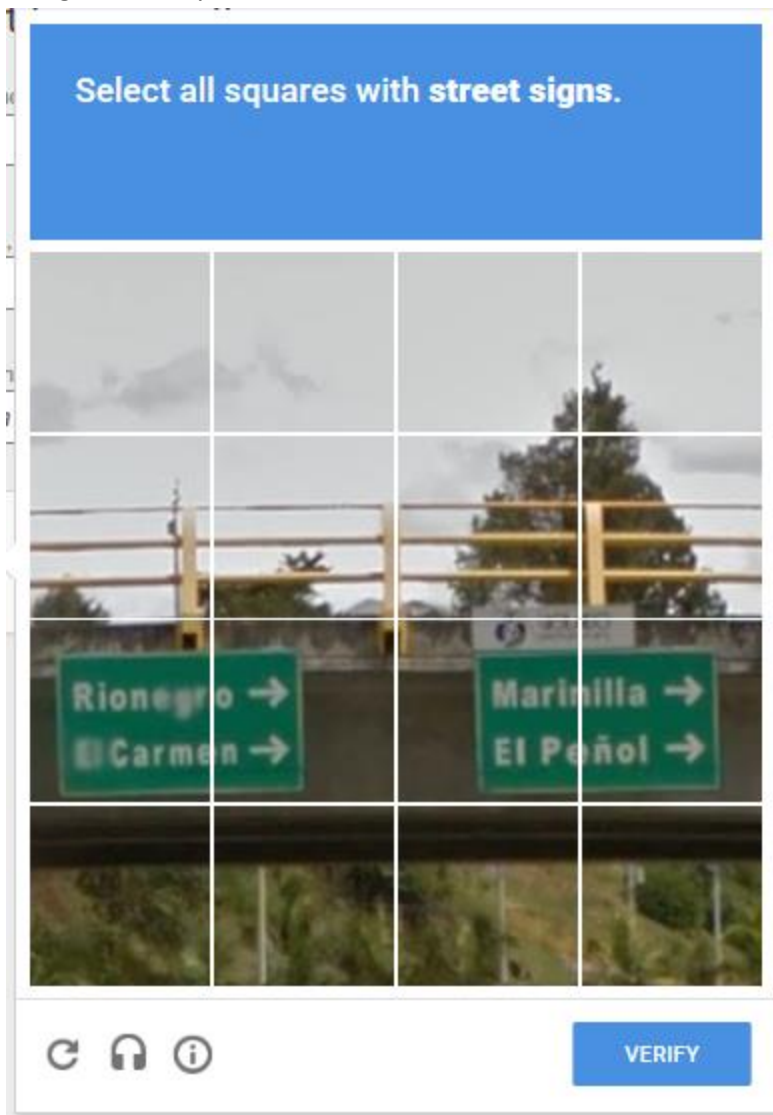


4. Enter first name, last name, SSN, month and day of birth then



EMPLOYEE SELF SERVICE

5. Click "I'm not a robot" then select the images in the pop up screen to verify your information is not being entered by a machine.



EMPLOYEE SELF SERVICE

- To proceed to the next step click NEXT. This will allow you to answer publicly available questions about yourself in order to complete the registration process.

i Help us verify your identity

ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.

These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.

CANCEL NEXT

- Your response to the questions will have a 30 second time limit. If you are unable to answer in the allotted time you will be required to start over.

Help us verify your identity 00:17 * = Required

Which of the following corporations have you ever been associated with?

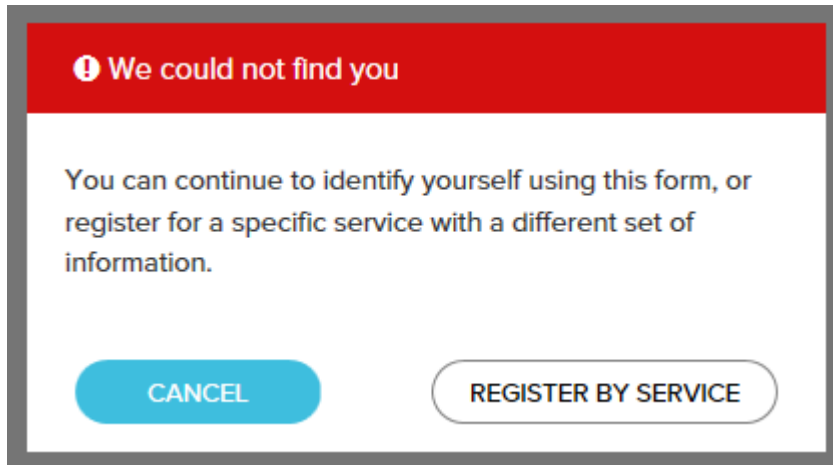
Your answer (select one)*

- A Bs Glass World
- A Place Called Hair
- Atlink
- Audio Tech
- Gravitas Systems
- None of the above

CANCEL NEXT

EMPLOYEE SELF SERVICE

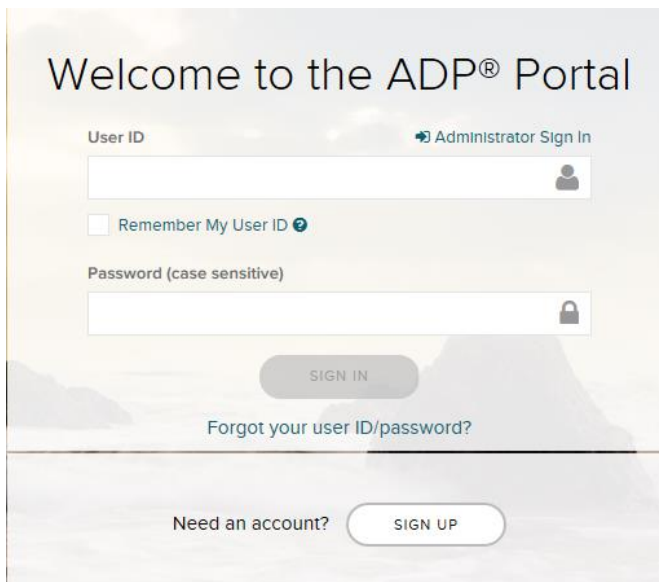
8. If you receive a message similar to the one below your record may not be in eTime yet and you will need to contact Payroll via email at corppayroll@kc-education.com and request a personalized registration code. *Please note, for employee privacy, personalized codes may only be sent to corporate email accounts.*



9. If your manager is able to view your record in eTime please contact payroll at 888-808-2323 or via email at corppayroll@kc-education.com.
10. When registration is complete, you will be able to log into the ADP ESS Portal

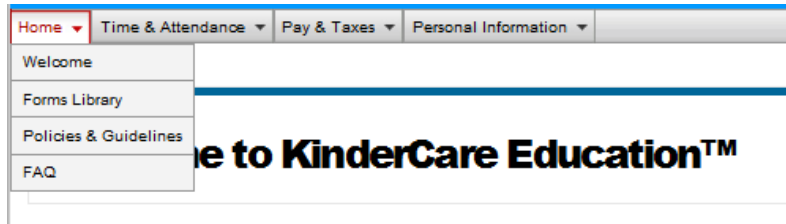
To login to the ADP ESS:

1. In the User Sign In section click on User Login and enter your user name and password.



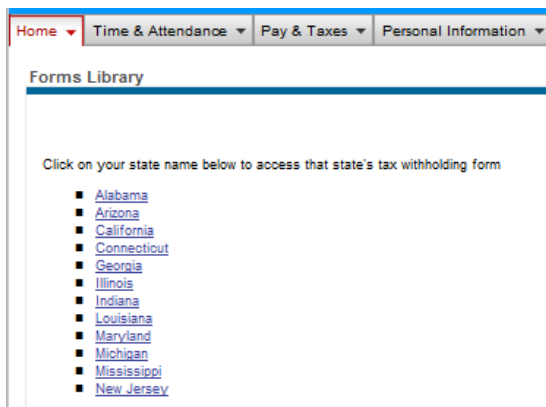
EMPLOYEE SELF SERVICE

2. HOME:

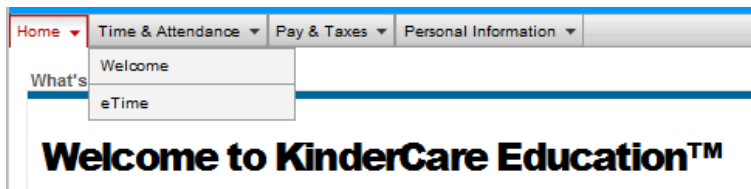


a. **WELCOME:** Returns the user to the ESS home page.

b. **FORMS LIBRARY:** Links to a list of State Tax Withholding forms for states requiring a hard copy form to be sent.



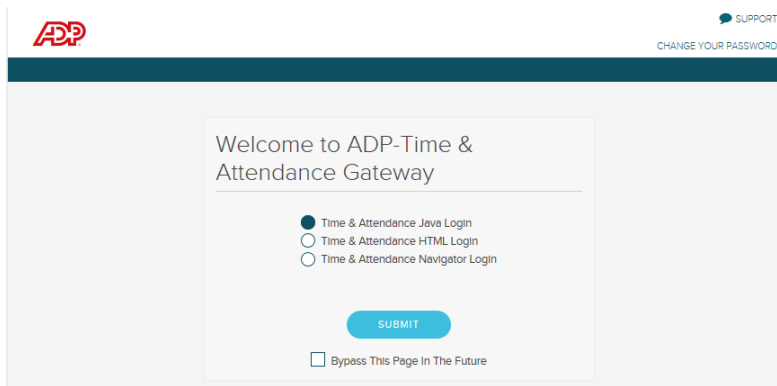
3. TIME & ATTENDANCE:



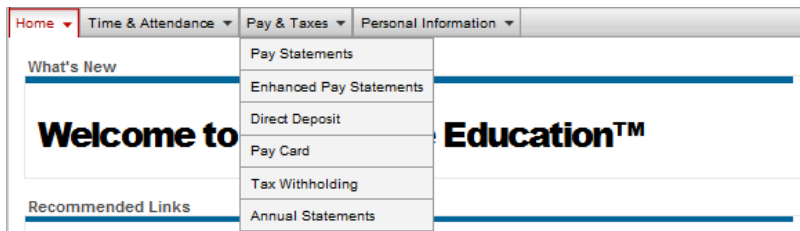
c. **WELCOME:** Returns the user to the ESS home page.

EMPLOYEE SELF SERVICE

d. **ETIME:** Connects the user to eTime. If the user hasn't chosen which gateway to use (Java, HTML, or Navigator) they will be presented with that choice.

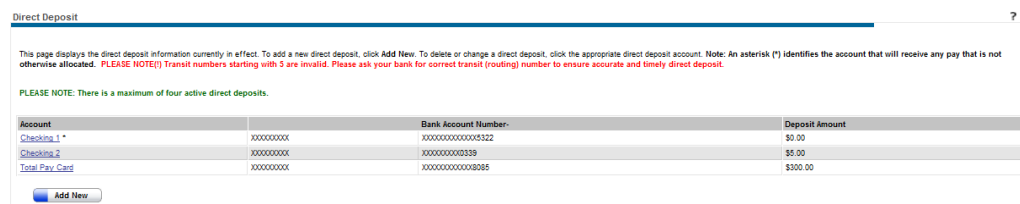


4. PAY & TAXES:



e. **PAY STATEMENTS:** Will show the last three years of employee pay statement.

f. **DIRECT DEPOSIT:** Allows the user to add/modify/delete their direct deposit elections.



Account	Bank Account Number	Deposit Amount
Checking 1 *	XXXXXXXXXXXXXXXXXXXX5322	\$0.00
Checking 2	XXXXXXXXXXXXXXXXXXXX0339	\$5.00
Total Pay Card	XXXXXXXXXXXXXXXXXXXX0885	\$100.00

g. If you do not have direct deposit setup, this screen will not show an account. To add an account click the **Add New** button to create one. (Remember to use a check rather than a deposit slip to ensure you have the correct bank transit number for your deposit. For savings accounts please

EMPLOYEE SELF SERVICE

contact your bank if you are unsure of this number.)

Direct Deposit

Enter your changes and click Save.

Account:


Deposit Amount: Full/Remaining Partial Amount

Bank Transit Number:

Confirm Bank Transit Number:

Account Number:

Confirm Account Number:



Account Number:

Bank Transit Number:

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

h. To change or delete an existing account click on the blue link in the Account column

Direct Deposit

This page displays the direct deposit information currently in effect. To add a new direct deposit, click Add New. To delete or change a direct deposit, click the appropriate direct deposit account. Note: An asterisk (*) identifies the account that will receive any pay that is not otherwise allocated. PLEASE NOTE!! Transit numbers starting with 5 are invalid. Please ask your bank for correct transit (routing) number to ensure accurate and timely direct deposit.

PLEASE NOTE: There is a maximum of four active direct deposits.

Account	Bank Account Number	Deposit Amount
Checking_1 *	XXXXXXXXXX00005122	\$0.00
Checking_2	XXXXXXXXXX002339	\$5.00
Total Pay Card	XXXXXXXXXX008085	\$100.00

i. To delete the account click delete or to change the amount being deposited select full remaining or enter a partial amount. (You may only have one account with the Full/Remaining selection chosen.)

Direct Deposit

Enter your changes and click Save. To remove a direct deposit amount click Delete.

When Reveal is clicked, your transit and/or account numbers are viewable. Because of this we recommend you take precautions to prevent unauthorized viewing of your account details.

Account:


Deposit Amount: Full/Remaining Partial Amount

Bank Transit Number: [Reveal Bank Transit Number](#)

Confirm Bank Transit Number:

Account Number: [Reveal Account Number](#)

Confirm Account Number:



Account Number:

Bank Transit Number:

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date. PLEASE NOTE!! Transit numbers starting with 5 are invalid. Please ask your bank for correct transit (routing) number to ensure accurate and timely direct deposit.

EMPLOYEE SELF SERVICE

j. **PAYCARD:** Link to ADP's external website to view information on your personal pay card.

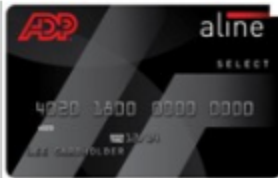
Pay Card

Do You Have an ADP ALINE Card Account?

Check out your account online!

- Check your account balance
- Look at recent activity on your account, including deposits, withdrawals and purchases
- Change your PIN number
- View or print your last statement
- Get answers to common questions about your card

To view your information for either the ALINE or TotalPay Cards, [click here](#) to be taken to the website



EMPLOYEE SELF SERVICE

k. **TAX WITHHOLDING:** Allows the user to view/modify their W-4 and state tax withholding. (If your state tax is not underlined, your state does not allow electronic submission and you must submit a paper form.)

Tax Withholding ?

Your current tax withholding is displayed in the table below.

- To change tax information, click the underlined tax type you want to change.
- If your state tax is not underlined, your state does not allow electronic submission and you must submit a paper form. [Click here](#) to access and print the appropriate form. Send the completed form to the Payroll Department.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additional Percent	Exemptions in Dollars (or other state specific exemptions)	Exempt from Federal Tax	Nonresident Alien
<u>Federal</u>	Federal	Single	02	0	0			
<u>Worked in State</u>	OR	Single	01	0	0			
Worked in Local	Trimet			0	0			

5. PERSONAL INFORMATION:

Home | Time & Attendance | Pay & Taxes | **Personal Information**

What's New

General
Addresses

Welcome to KinderCare Education™

a. **GENERAL:** Shows the user's current information that has been provided to Payroll and Human Resources.

Personal Information

The following personal information is stored in your personnel record. To change any of the information below, please contact your Manager.

Personal Information	
Name:	null XXXXXXXX
Employee ID:	XXXXXXXX
Birth Date:	05/04/2016
Gender:	XXXXXXXX
Disability Status:	XXXXXXXX <input type="button" value="Edit"/>

b. **ADDRESSES:** Allows the user to view their addresses on record. (you may update your home address by clicking the link on the portal. If you have any questions you may email hrrservicestation@klcorp.com.)

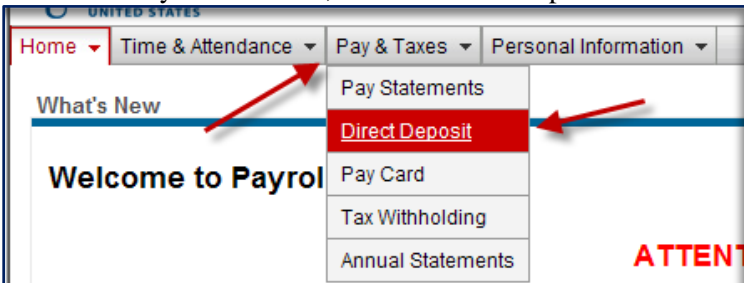
Addresses

The following address is stored in your personal records: Beginning Monday, August 24, 2015 you may now update your home address by [clicking here](#). If you have any questions you may email hrrservicestation@klcorp.com.

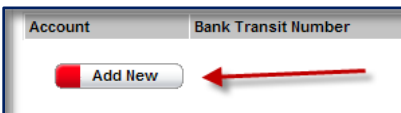
Home Address	
Street:	XXXXXXXX
Apt/Suite:	XXXXXXXX
Other:	XXXXXXXX
City/Town:	XXXXXXXX
State/Prov:	XXXXXXXX
Postal/ZIP:	XXXXXXXX
Country:	XXXXXXXX
Primary E-mail Address:	XXXXXXXX
Alternate E-mail Address:	XXXXXXXX



1. Log into ADP services. You can do this directly from the kiosk at work, or from any home computer by going to portal.adp.com
2. Select the Pay & Taxes tab, and then direct deposit



3. Select 'Add New'



4. Choose your account, decide on deposit amount, enter transit and routing number (confirming both), agree to the terms and conditions and **SAVE**

Direct Deposit

Enter your changes and click Save.

Account: CKA - Checking 1

Deposit Amount: Full/Remaining Partial Amount

Bank Transit Number: 123456789

Confirm Bank Transit Number: 123456789

Account Number: 111222333444

Confirm Account Number: 111222333444

Account Number

Bank Transit Number

123456789 12456789 101

Please agree to the following:

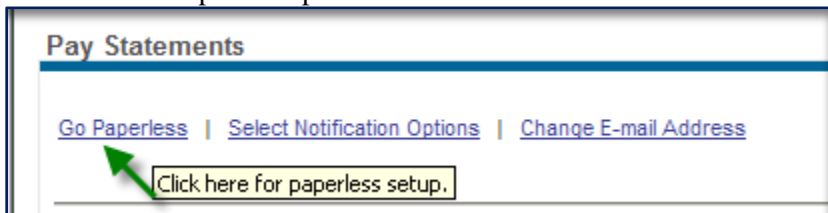
By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being

Save **Cancel** **Reset**

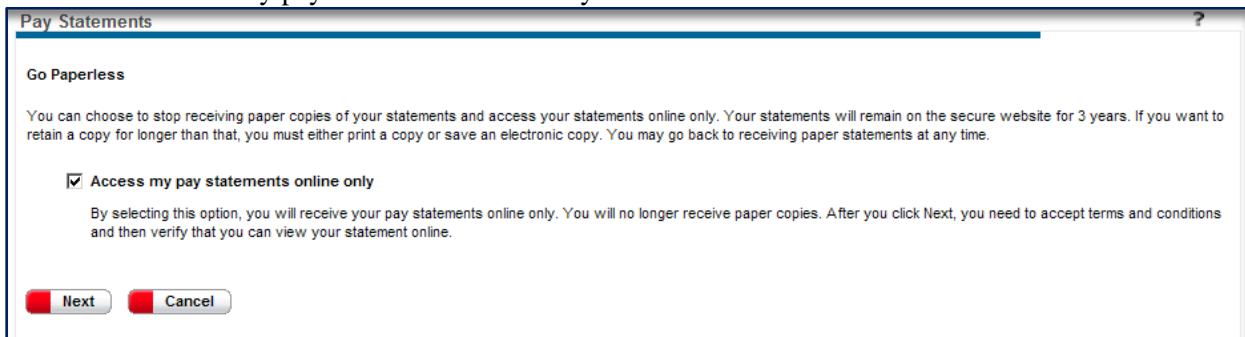
5. From the same Pay & Taxes tab, now select Pay Statements



6. Select the Go Paperless option



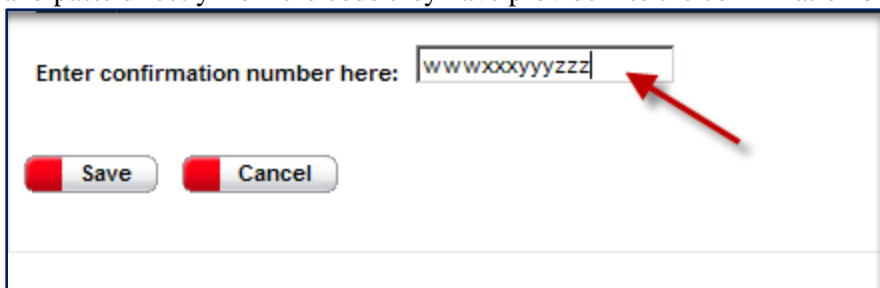
7. Checkmark Access my pay statements online only and choose **NEXT**



8. Choose **ACCEPT** at the next prompt

9. Verification :

A confirmation code will appear. Enter the letters that are displayed at the bottom of the page and **SAVE**. (TIP! You can copy and paste directly from the code they have provide into the confirmation box.)



10. The last page will confirm your email address you have on file. This email address will be used to notify you once a new pay statement is available for you to view. Confirm by selecting **DONE**.

Congratulations!!! You have successfully enrolled in direct deposit and a paperless payroll delivery!