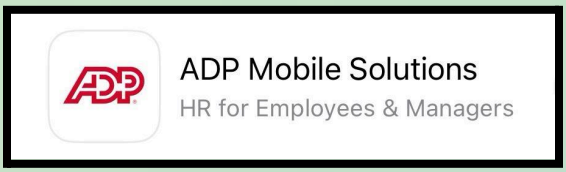
Onboarding Experience - Mobile App

Welcome to Olson's Greenhouse! We are excited to have you join our team. As part of the hiring process, we need you to set up a profile within our HR system, ADP. This guide will show you how to set up your profile and fill out the information we need to continue the hiring process on the Mobile App. Please complete this process as soon as possible, as we will not be able to proceed with your hire until this process is complete. Please reach out to Human Resources with any questions you may have.

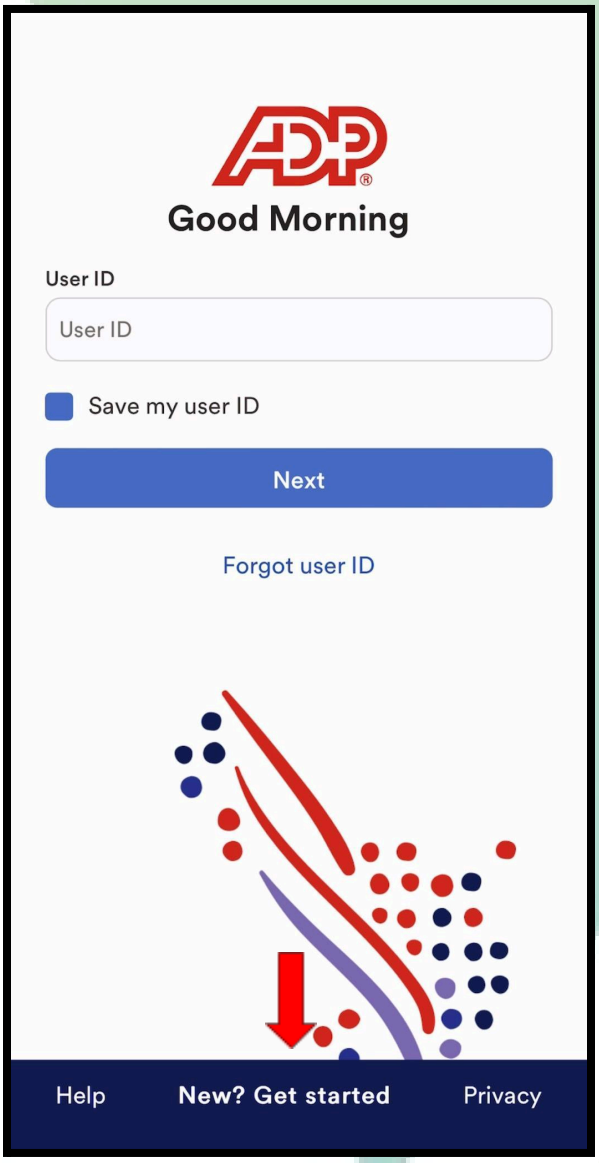
Getting Set Up

If you have the email from "noreply@adp.com" but are having trouble signing in through the "Sign up now" button while following the instructions listed in the Onboarding Employee Guide, you can sign in through the ADP Mobile App. To do this, first go to the Apple Store or Google Play store and find the "ADP Mobile Solutions" app. It should look the same in both app stores.



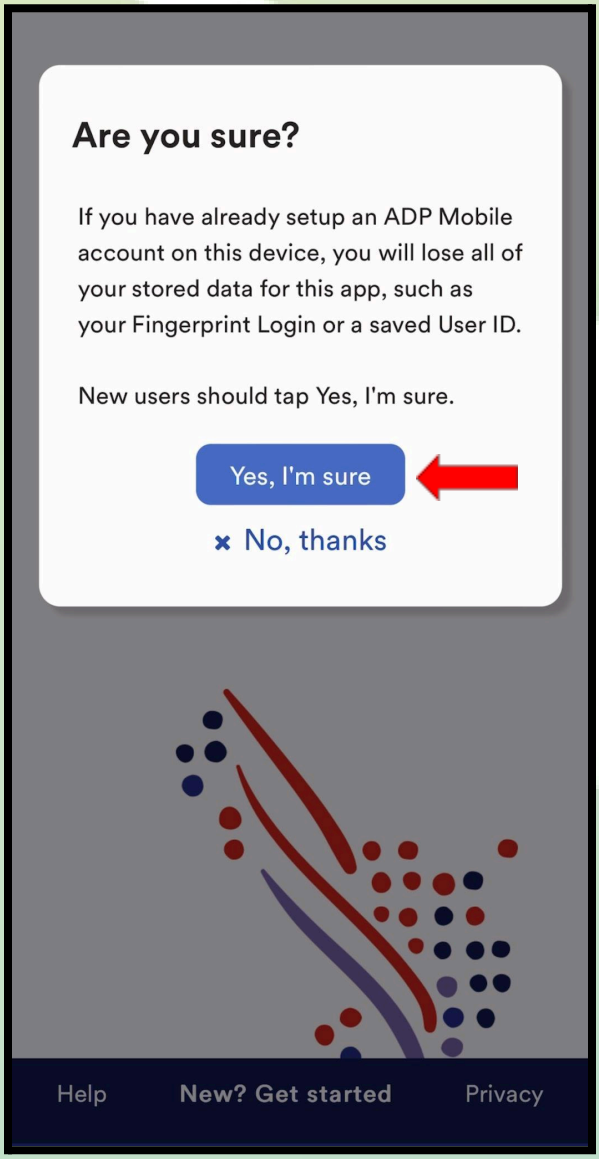
STEP 1

Once downloaded, launch the ADP app and select "New? Get Started" located at the bottom middle of your screen.



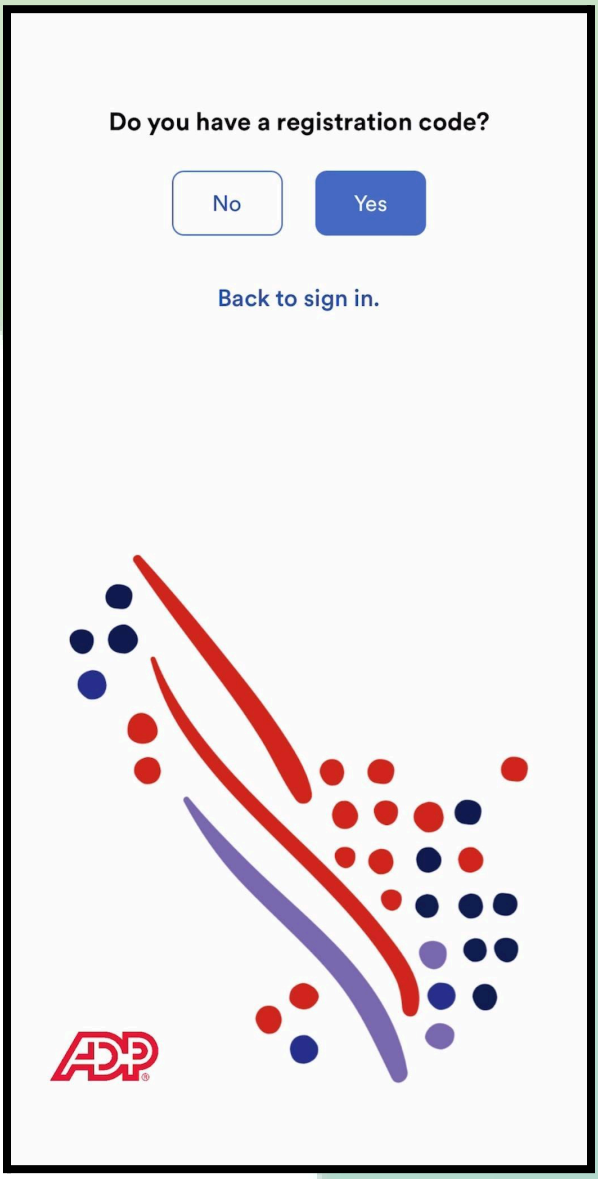
STEP 2

Select “Yes, I’m sure.”



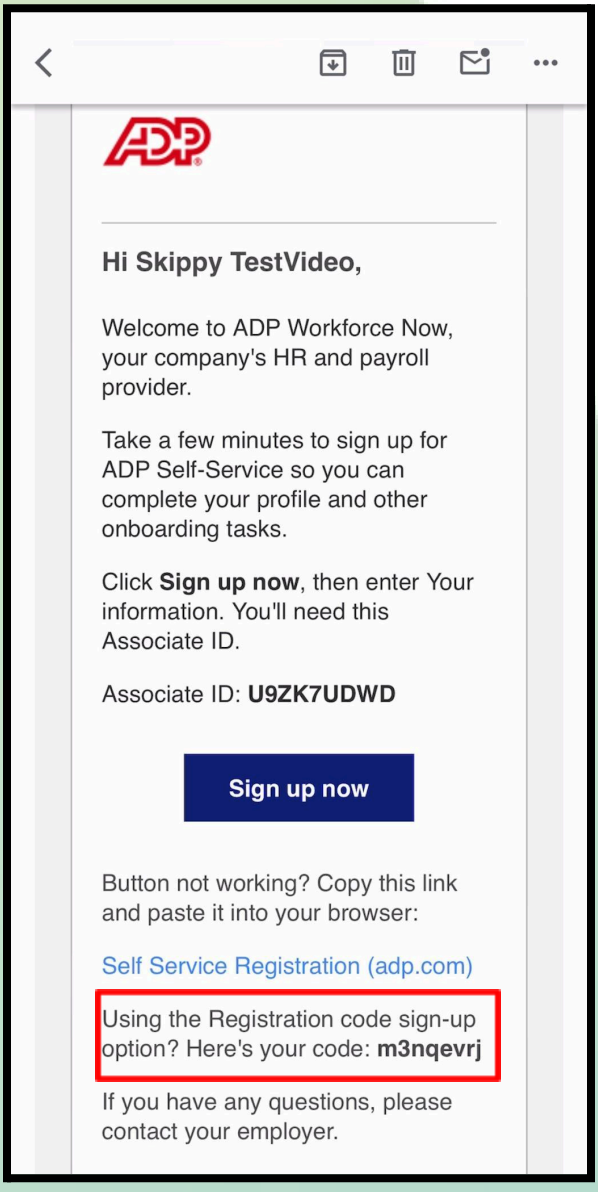
STEP 3

This screen is asking you if you have a registration code. **Do not select anything yet.** To figure out if you have a code, go back to the email sent to you from “noreply@adp.com.”



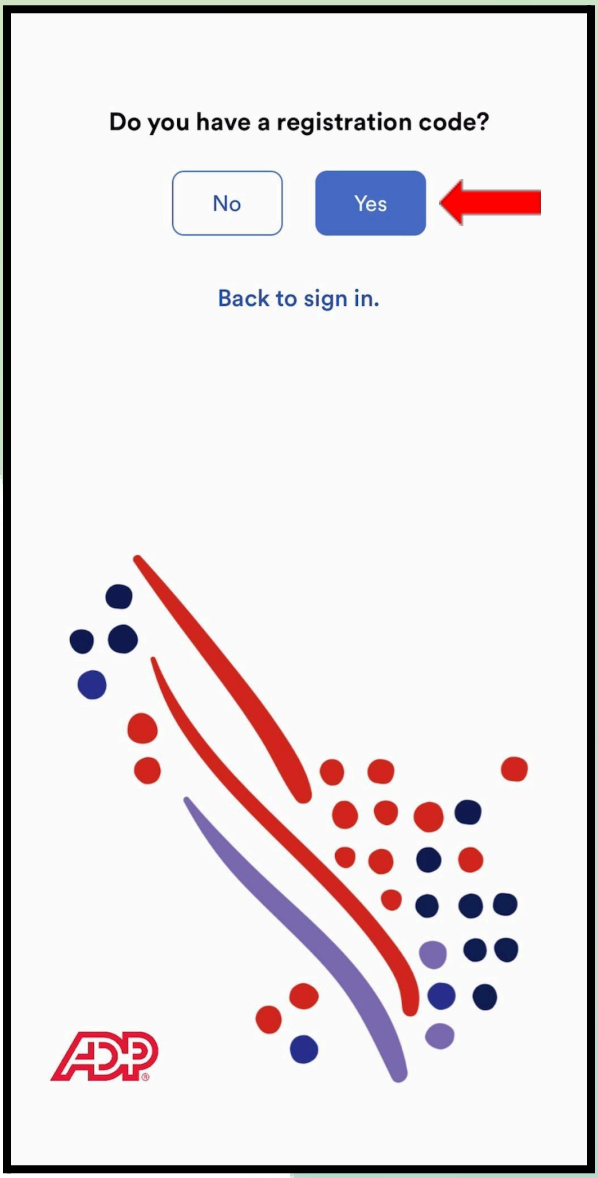
STEP 4

Once in the email sent to you from "noreply@adp.com", see if you can locate your registration code. If you have a code (listed in bold letters), copy it by holding down on it and selecting "Copy." Once copied, follow steps 5-6 and then **skip to step 15**. If there is not a code listed in this email, follow steps 7-14 and continue on with the rest of the training.



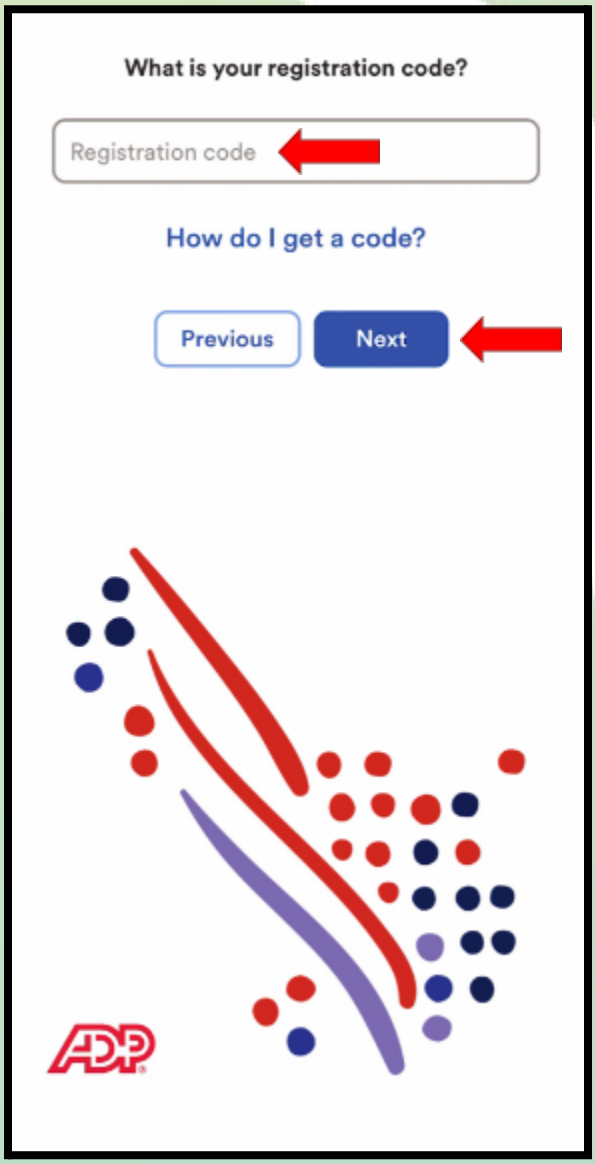
STEP 5 - With Code

Once your code is copied, navigate back to your ADP App and select "Yes."



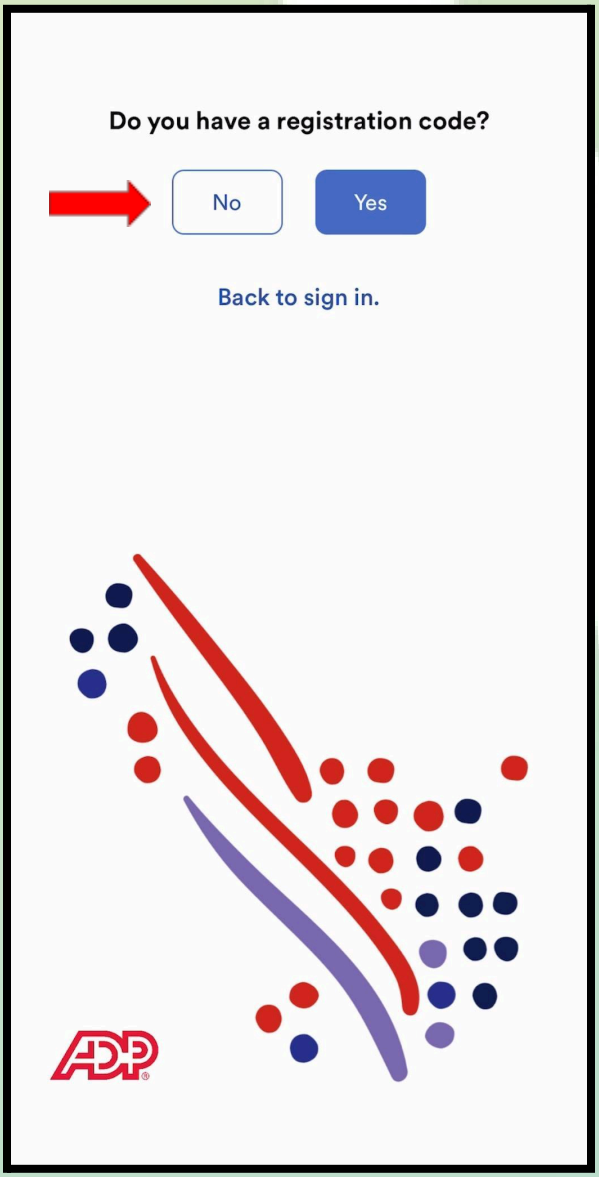
STEP 6

Paste in your registration code by clicking the “Registration code” box and then holding down in the box until a little “Paste” icon pops up. Select “paste” and then select “Next” with your code in the box. **Now Skip to Step 15**



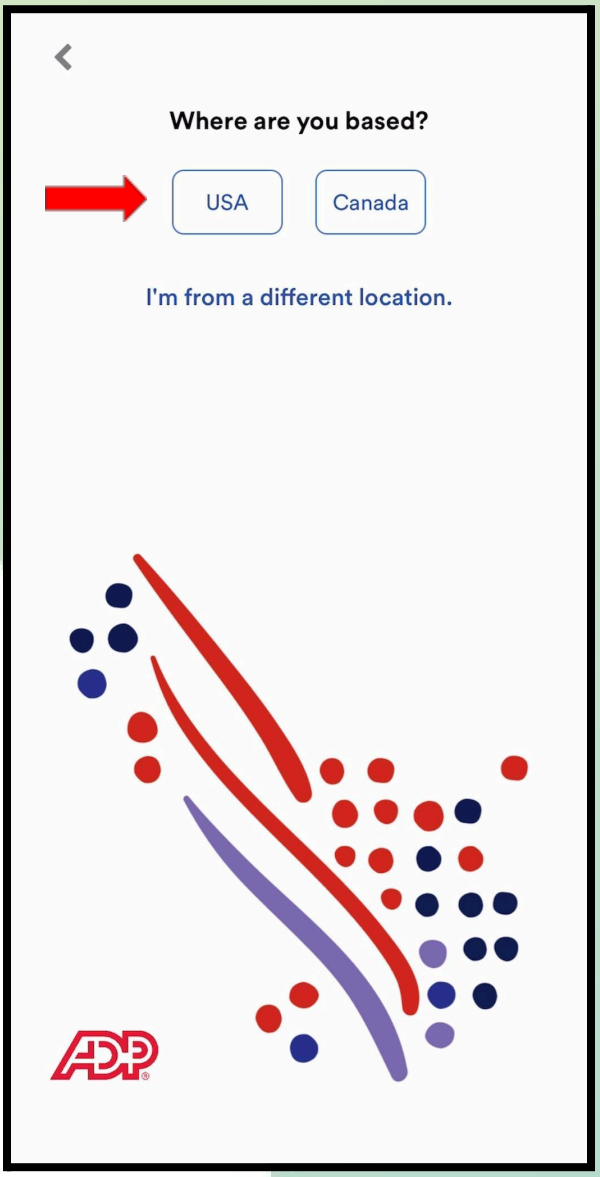
STEP 7 - Without Code

If you do not have a registration code, navigate back to your ADP app and select “No.” The app will take you through a different process to locate your profile.



STEP 8

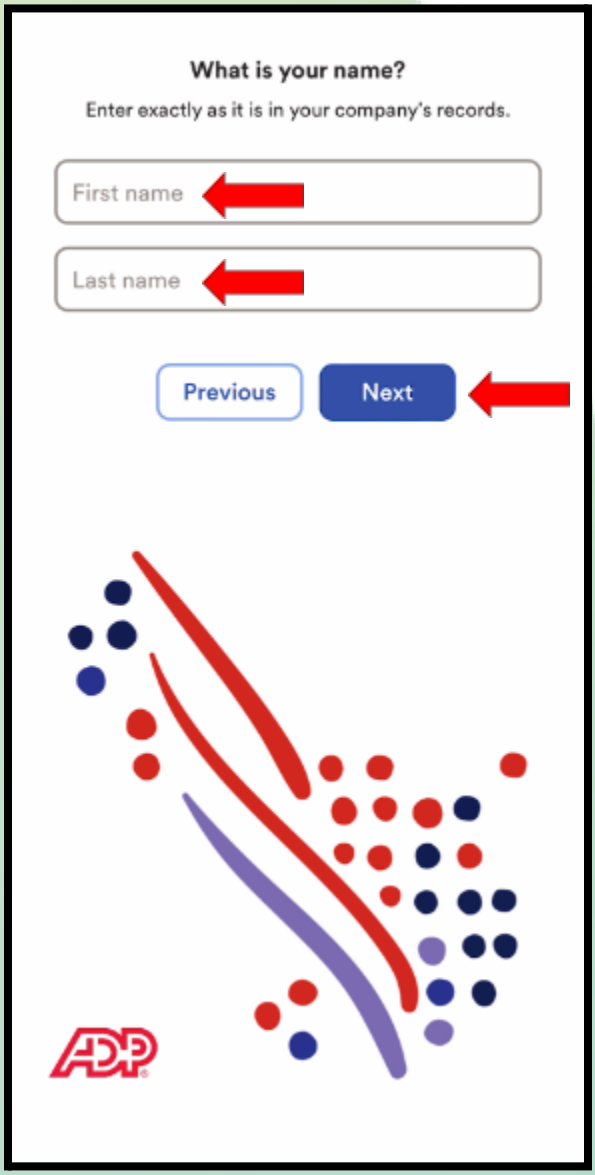
Select “USA.”



STEP 9

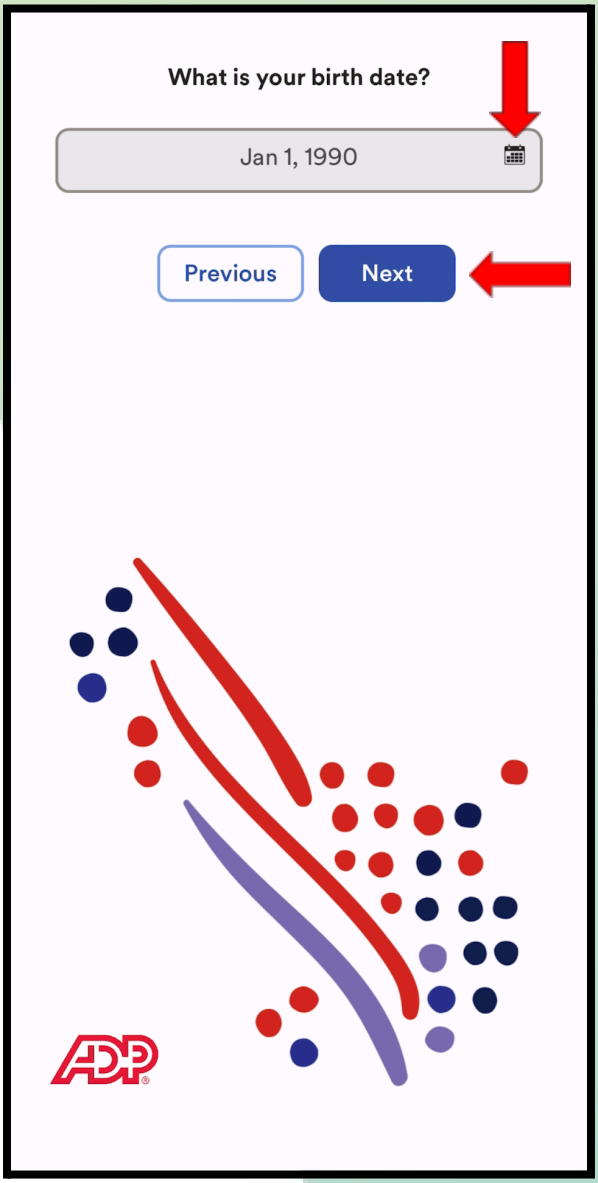
Fill out your first name and last name exactly how they would be listed in our records as provided by your manager. Once this is filled out correctly, select “Next.”

** If you are unsure about how your name was entered into our system, reach out to your Manager to see how they did it. ”*



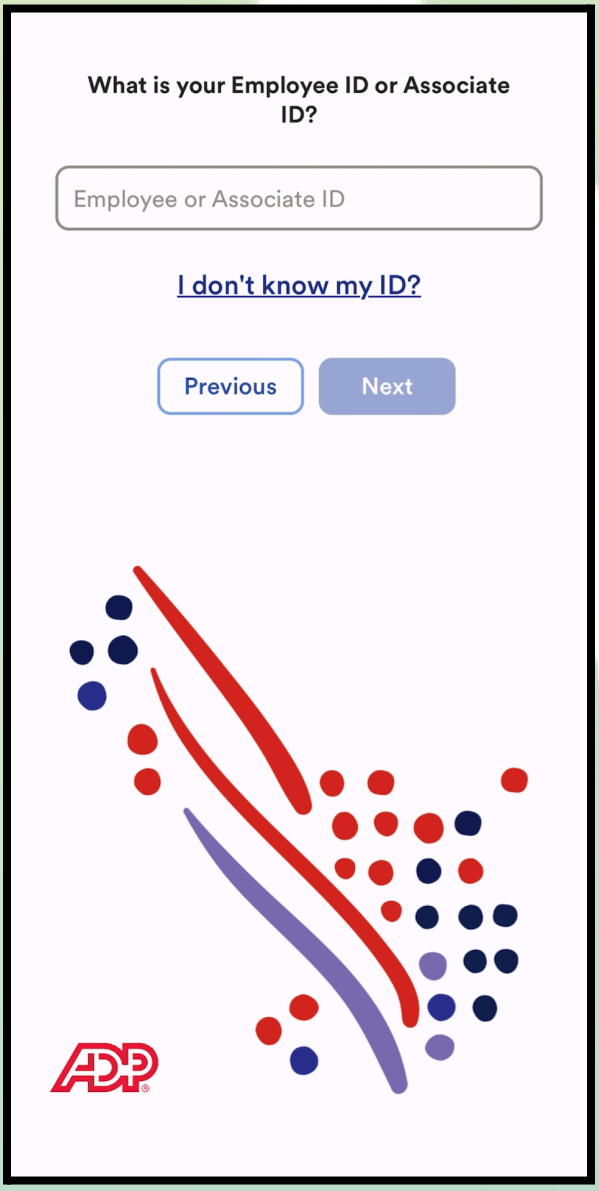
STEP 10

Fill out your birth date by selecting the little calendar. Once your birthdate is listed, select “Next.”



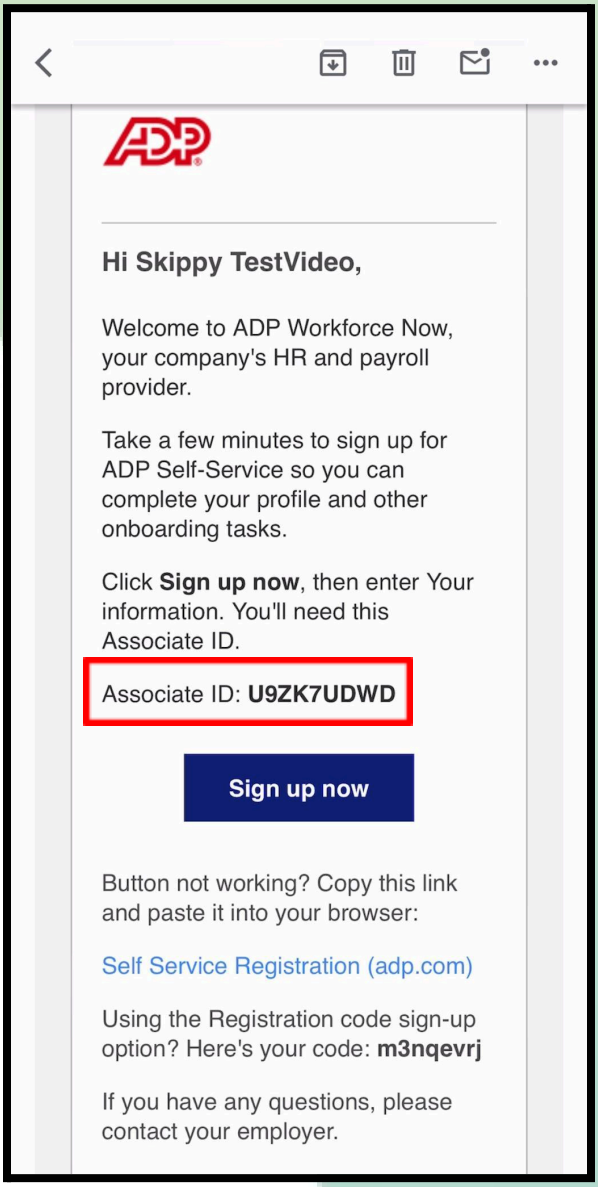
STEP 11

This screen is asking you for your Associate ID. **Do not select anything yet.** First, navigate to the email sent to you from "*noreply@adp.com*".



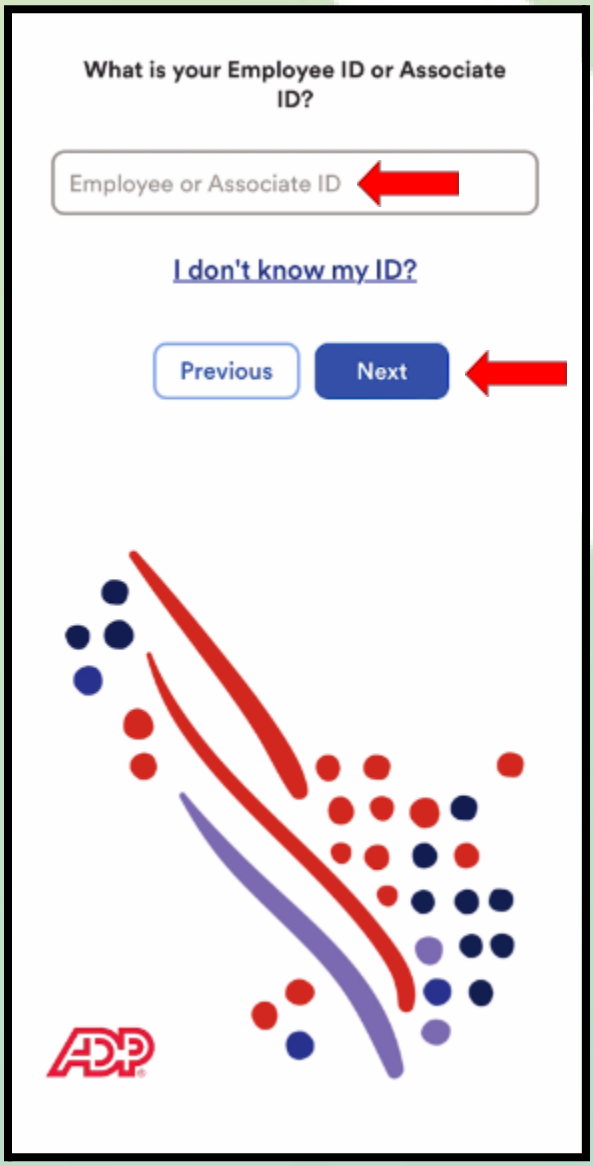
STEP 12

Once in the email sent to you from "*noreply@adp.com*", locate your Associate ID which will be listed in bold letters. Copy it by holding down on it and selecting "Copy."



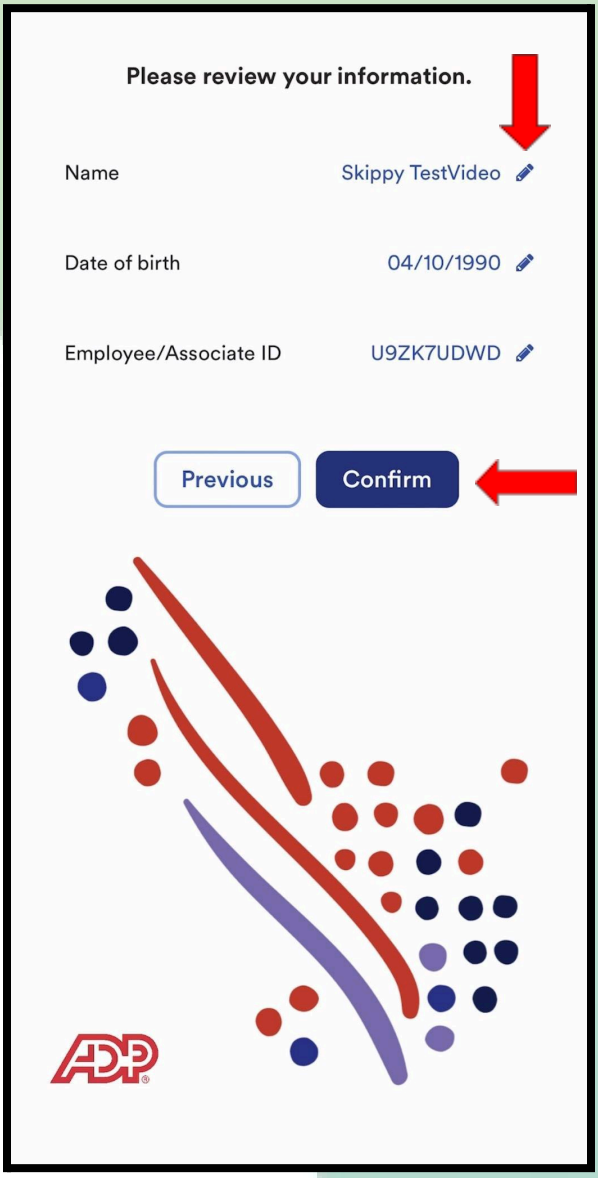
STEP 13

Once your ID is copied, navigate back to your ADP App. Paste in your Associate ID by clicking the box titled “Employee or Associate ID” and then holding down in the box until a little “Paste” icon pops up. Select “Paste” and then select “Next” with your code in the box.



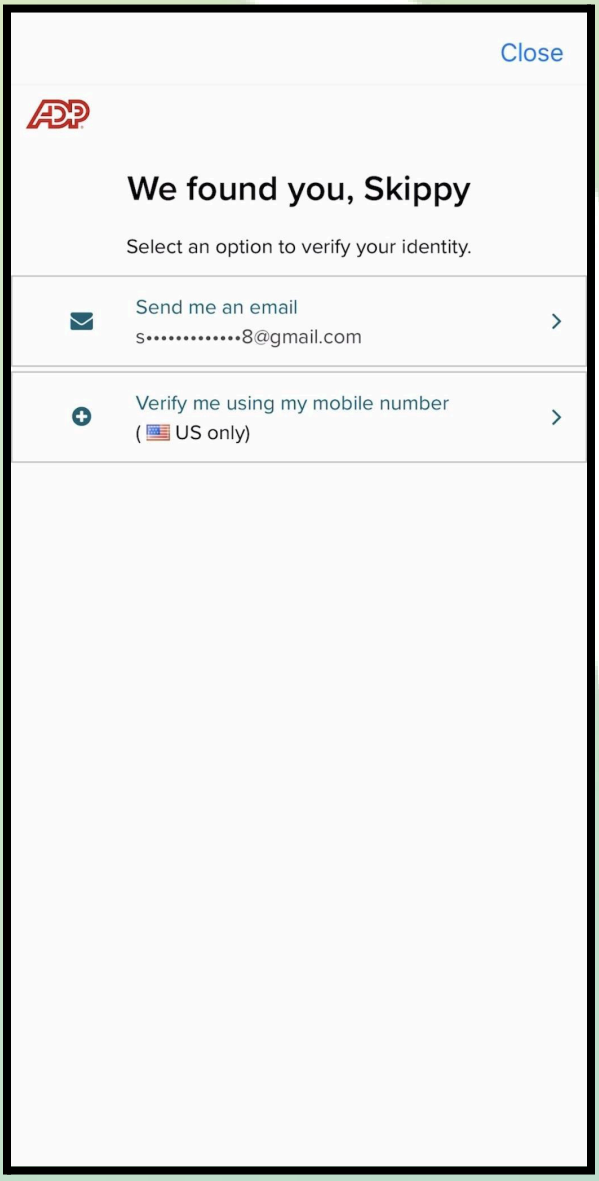
STEP 14

Review your information. If anything is incorrect, edit it by selecting the little pencil icon next to the information you want to edit. Once everything is correct, select “Confirm.”



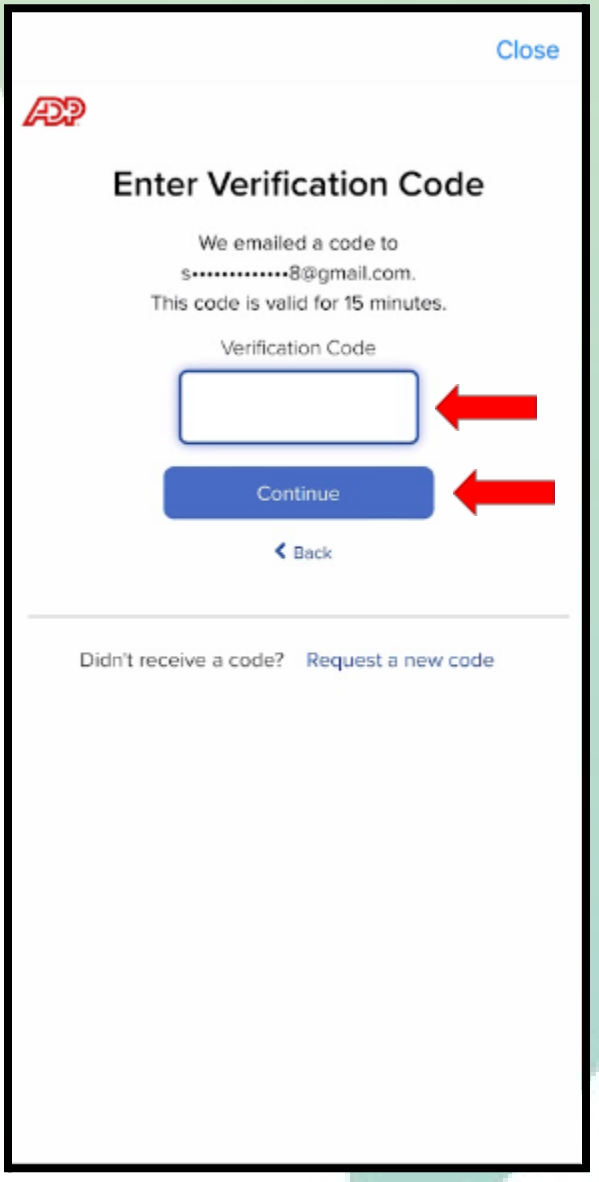
STEP 15 - Everyone

Once ADP has located your records in their systems, it will give you a couple options of ways to verify it is you. Select a way to verify.



STEP 16

Retrieve your verification code. If you chose to have it sent via email, navigate to your email, open the email sent, and copy the code. If you chose to have it sent via mobile number, wait for the text or phone call containing your code. Once you have your code, navigate back to the ADP app and put it in the “Verification Code” box. Then select “Continue.”

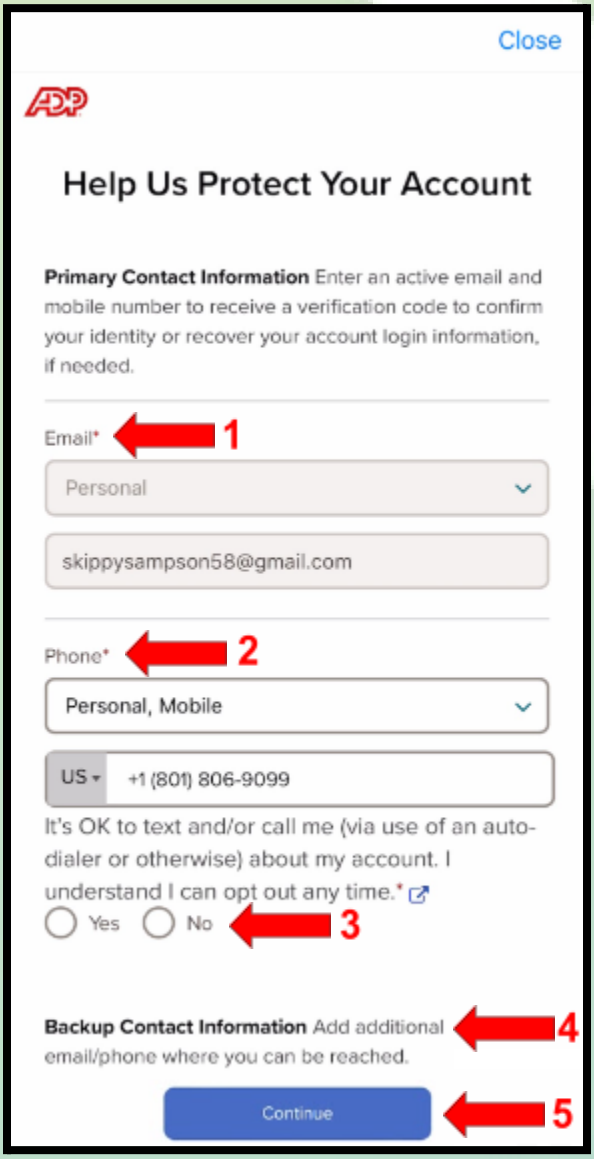


STEP 17

Fill out the following information:

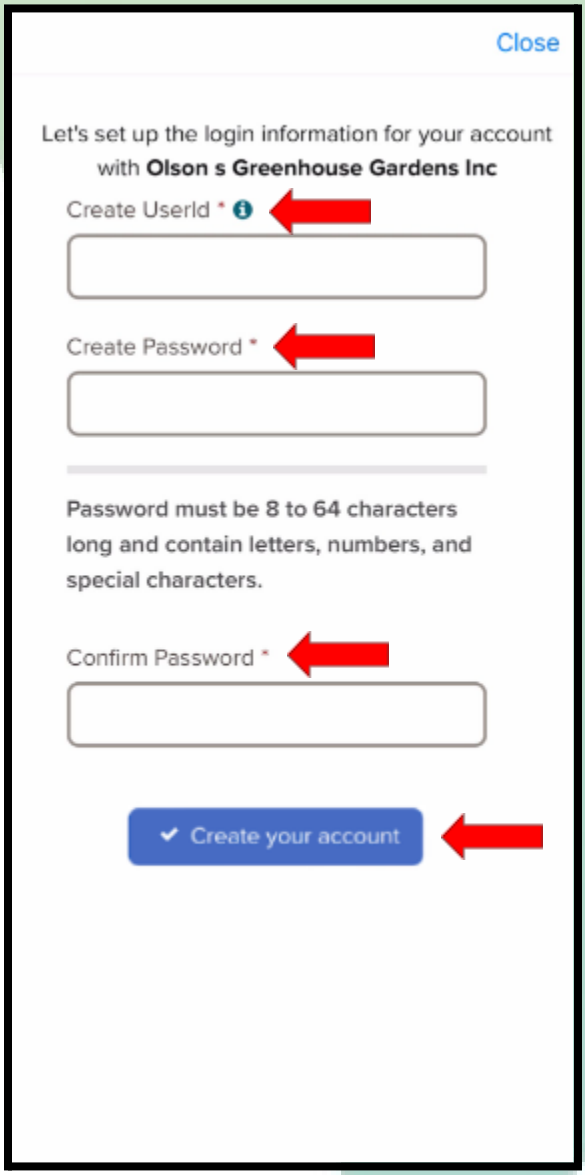
1) Email
2) Phone Number
3) If you are ok with ADP to test and/or call you.
4) Optional: Backup Information

After the required fields are filled out, select “Continue.”



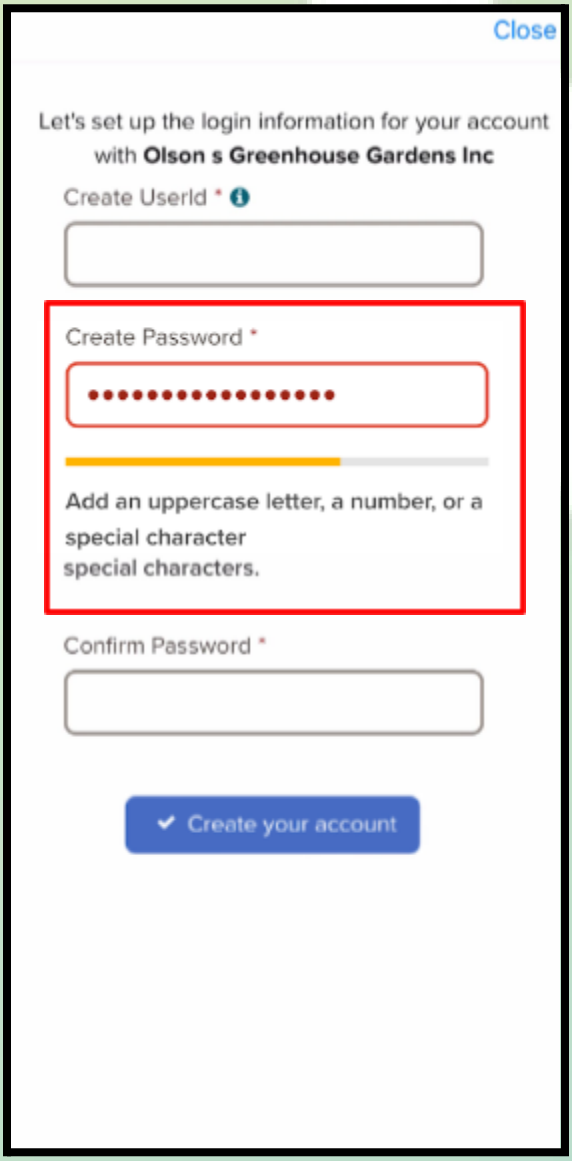
STEP 18

Create a “UserId” and “Password.” Make sure both of these are easy to remember as you will use them every time you login to ADP. Put your password in a second time confirming it. ADP will not let you continue if both passwords do not match. Once finished, select “Create your account.”



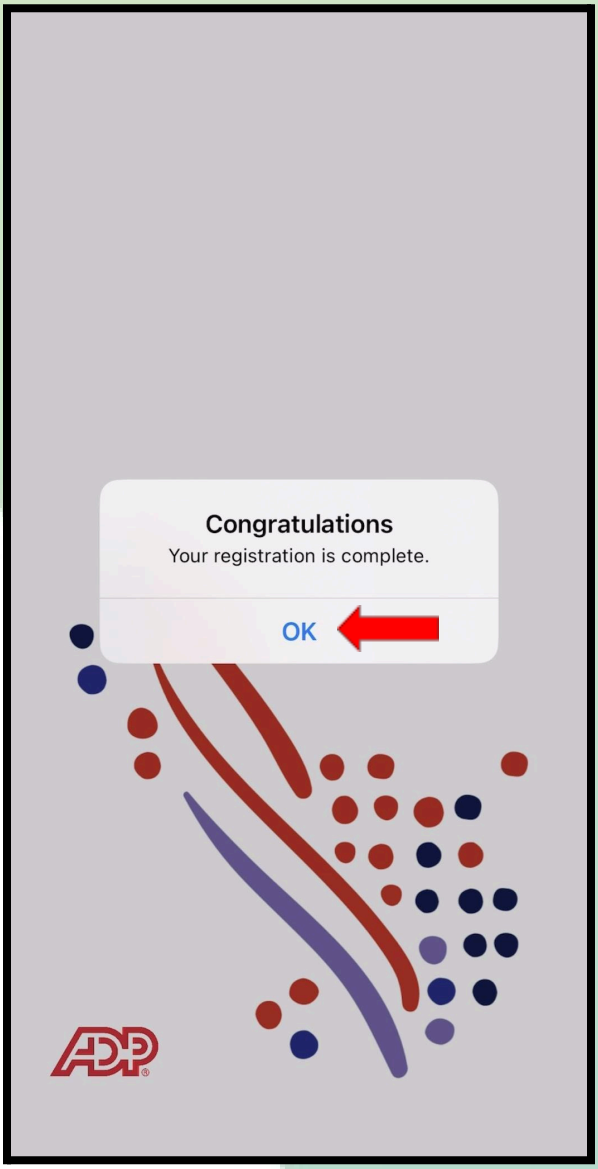
STEP 18 Part 2

If the app isn't accepting your username or password, this means it isn't secure enough. ADP will give you prompts of what to add/change to make it more secure. If you get stuck, reach out to HR for help.



STEP 19

You are now registered in ADP!
Select "Ok" to continue.



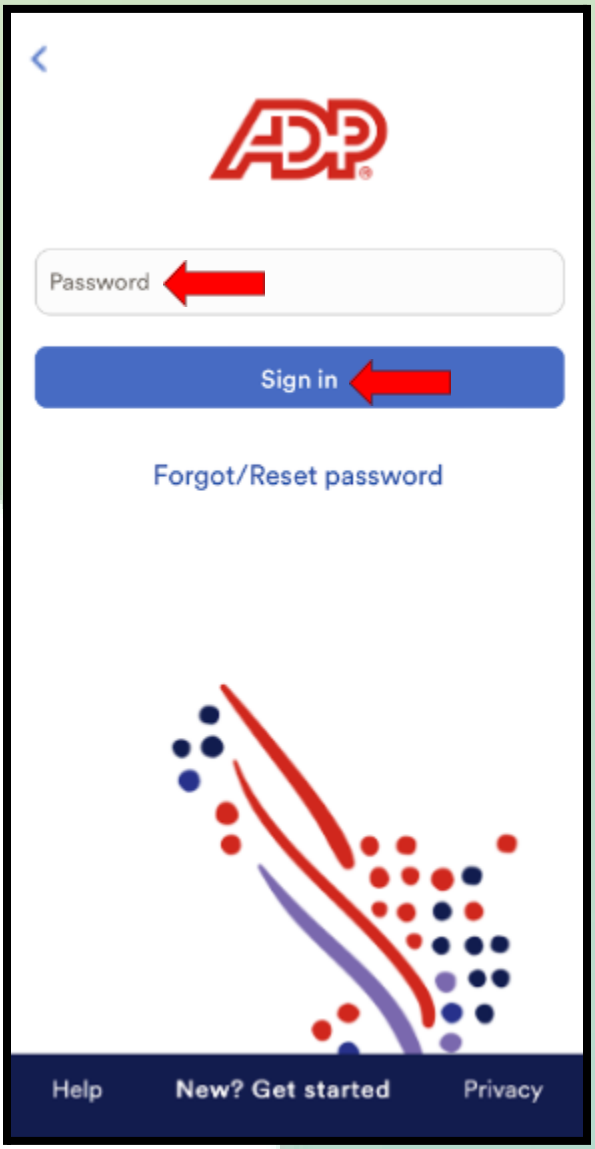
STEP 19

You will now login using the “User ID” you just created. Then select “Next.”

** If you see any other screen than this one, it means something went wrong with the app. To fix this, uninstall and then reinstall the app. Then try logging in again.*

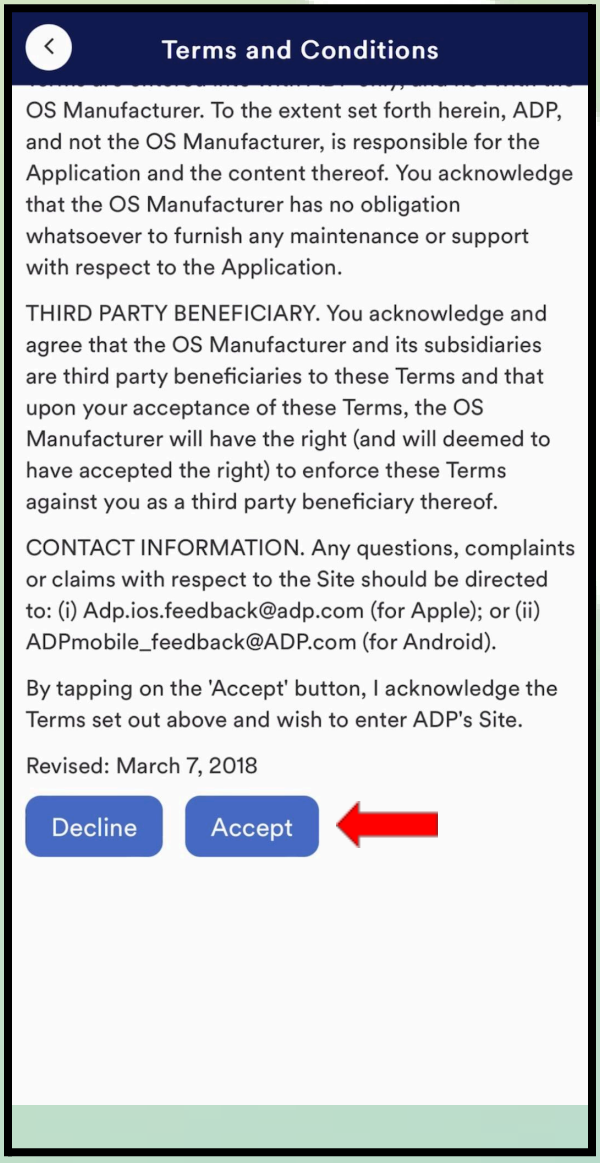
STEP 21

Type in your password and select “Sign In.”



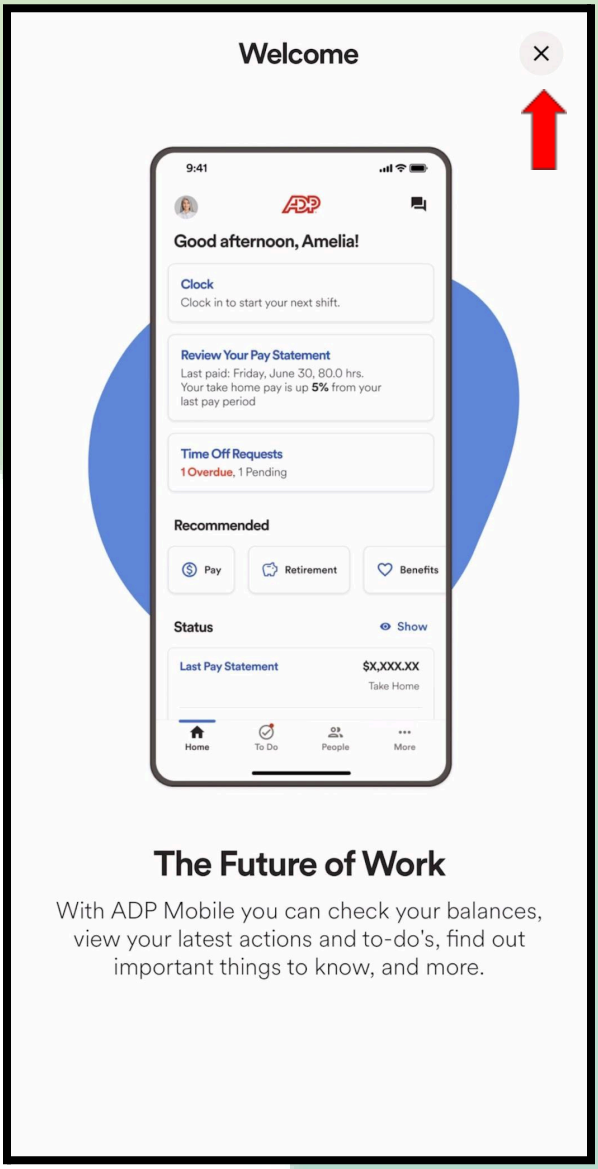
STEP 22

Read through this “Terms and Conditions” page and then select “Accept” located at the bottom of the page. If you can’t find the “Accept” button, continue to scroll down until it appears.



STEP 23

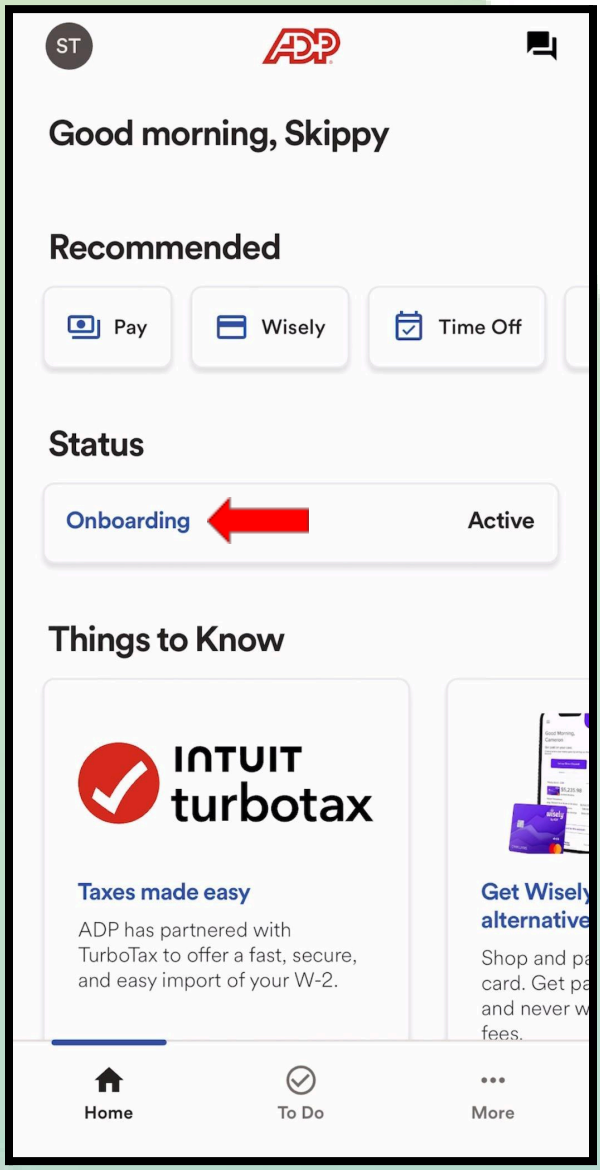
You are now logged into your account! To continue, select the “X” in the top right corner.



STEP 23

You are now in your ADP app. Your next step is to complete your onboarding experience. To begin, select “Onboarding.”

** For a step by step guide in filling out your onboarding information, continue on to the “Getting Started” portion of this document.*
** If you get stuck at any point during the onboarding process, visit the “Onboarding Experience Common Pitfalls” document or contact HR.*

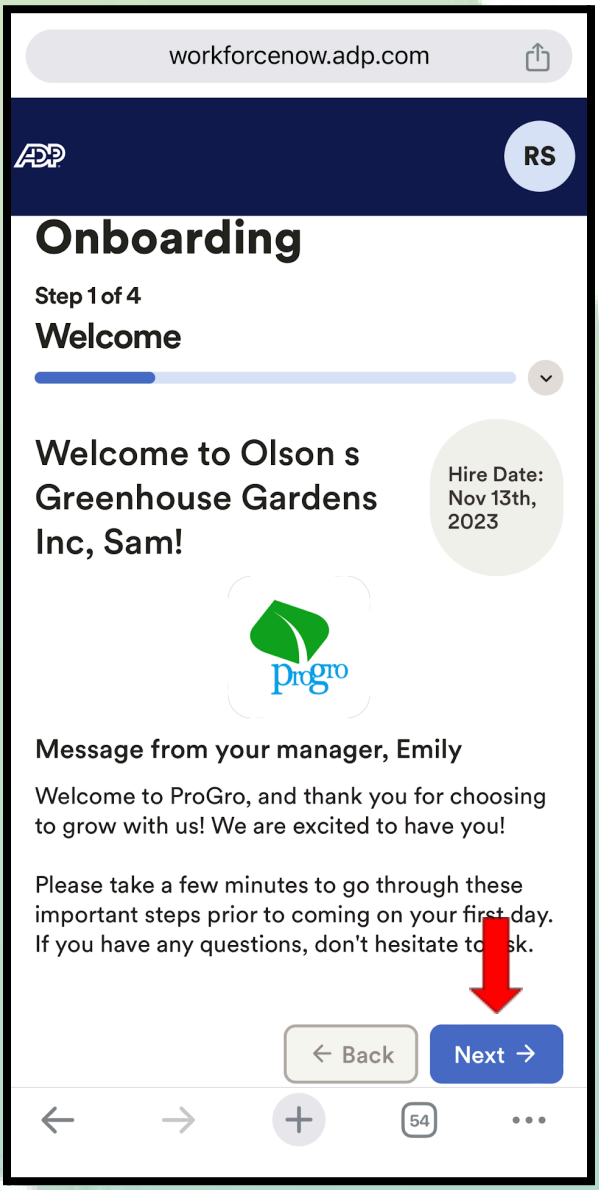


Getting Started

The example photos in this document showing the Onboarding Process were taken on the website. Most things should look the same in the app, but keep in mind there may be slight variations between what is seen in this training, and what is seen on your personal mobile device. If you need help at any point, visit the “ADP Help - Common Onboarding Pitfalls" document or contact HR. If you do not know how to contact HR, visit www.progropartners.com/employee or contact your manager who can give you their phone number.

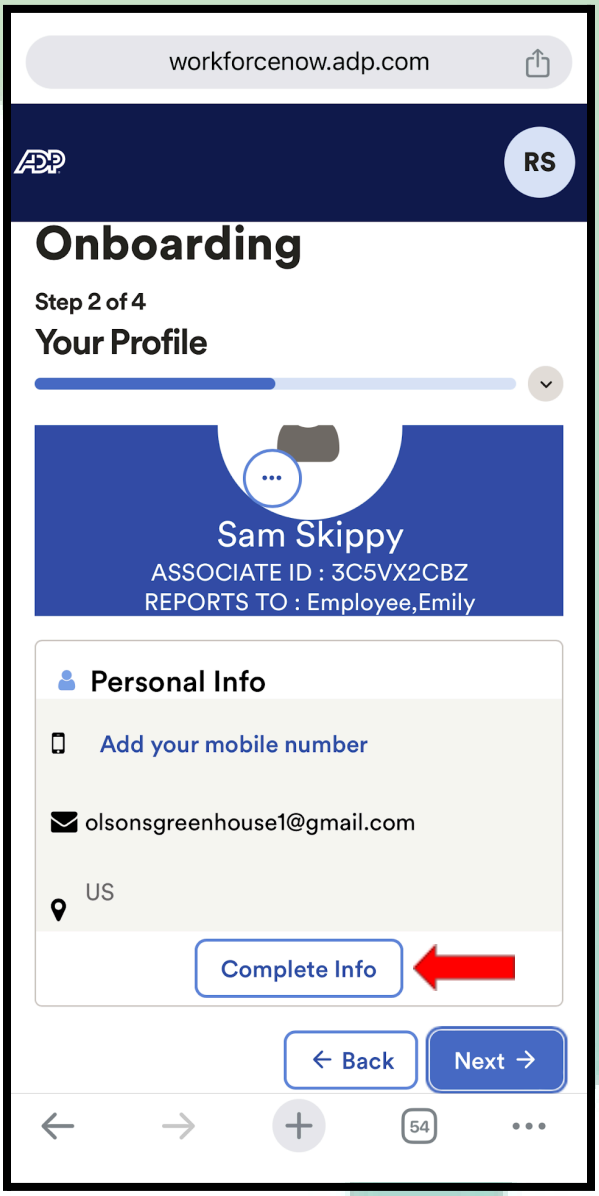
STEP 1

Begin your onboarding process by selecting “Next.”



STEP 2

Select “Complete Info.”

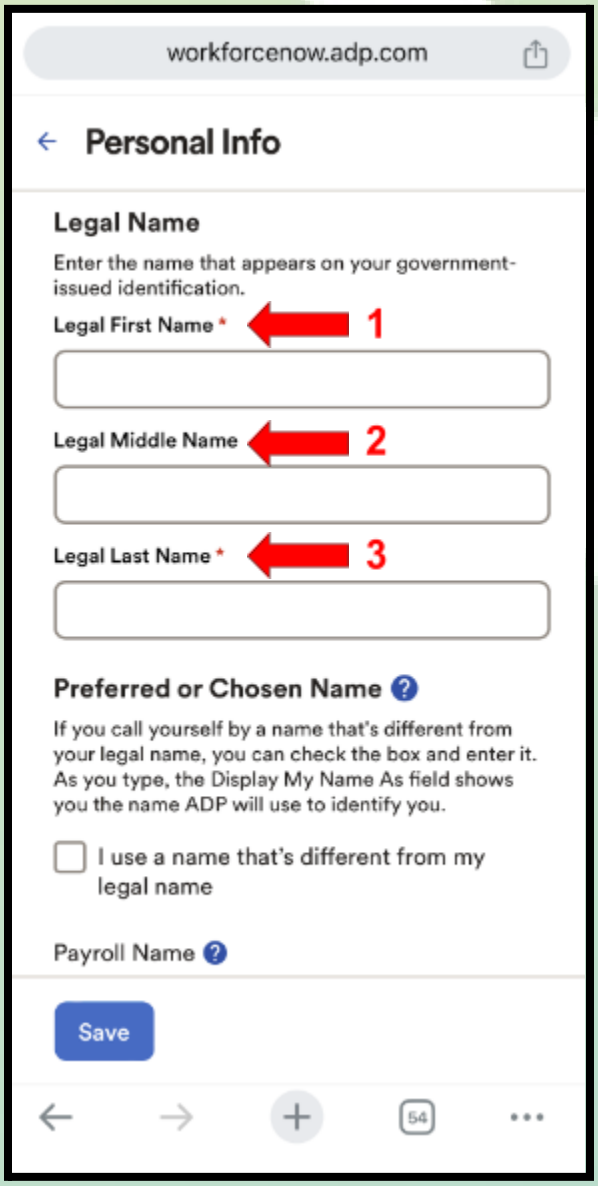


STEP 3

Fill out the Legal Name section.

1) Legal First Name
2) Legal Middle Name
3) Legal Last Name

DO NOT SELECT SAVE YET - SCROLL DOWN TO CONTINUE



STEP 4

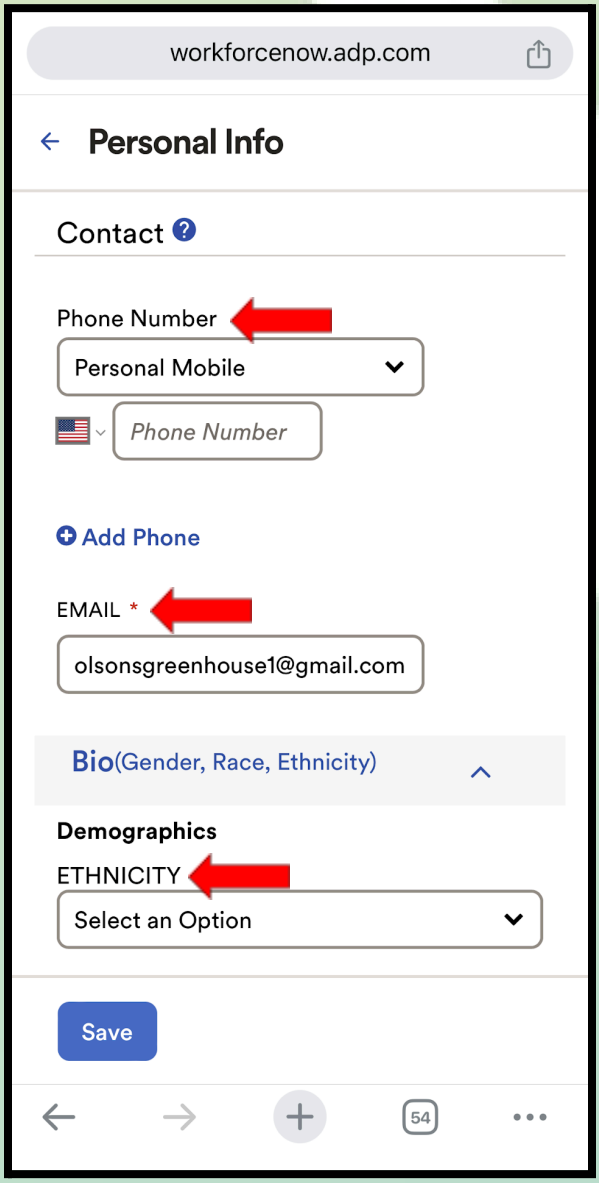
Fill out your address.

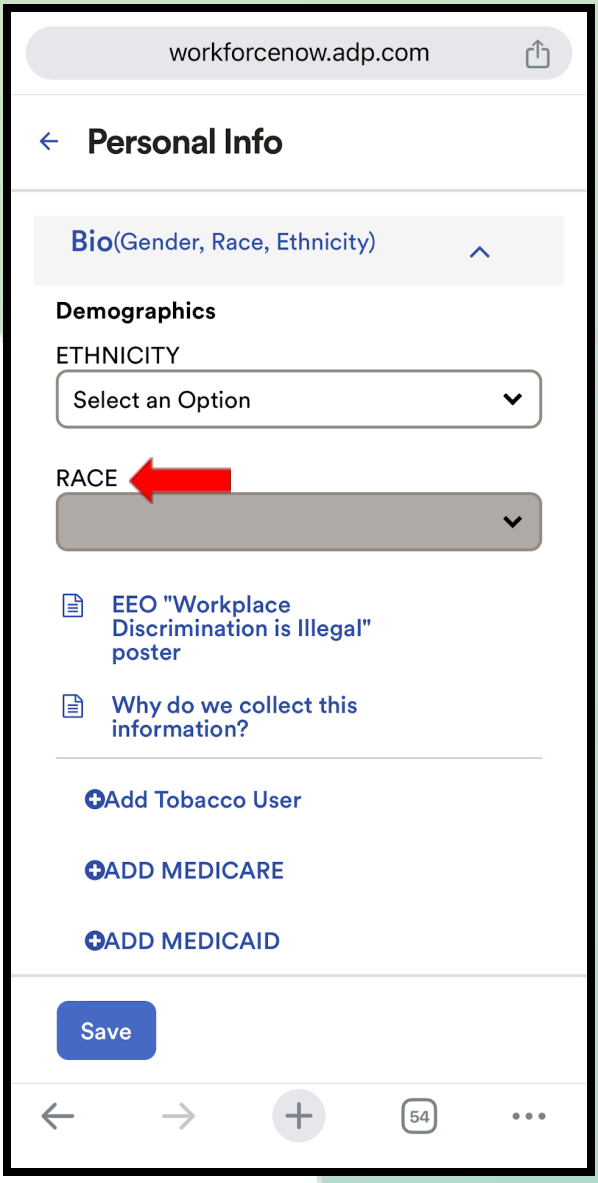
DO NOT SELECT SAVE YET - SCROLL DOWN TO CONTINUE

STEP 5

Fill out your phone number and email. You will then have the opportunity to fill out your ethnicity, and race if desired (optional).

DO NOT SELECT SAVE YET - SCROLL DOWN TO CONTINUE



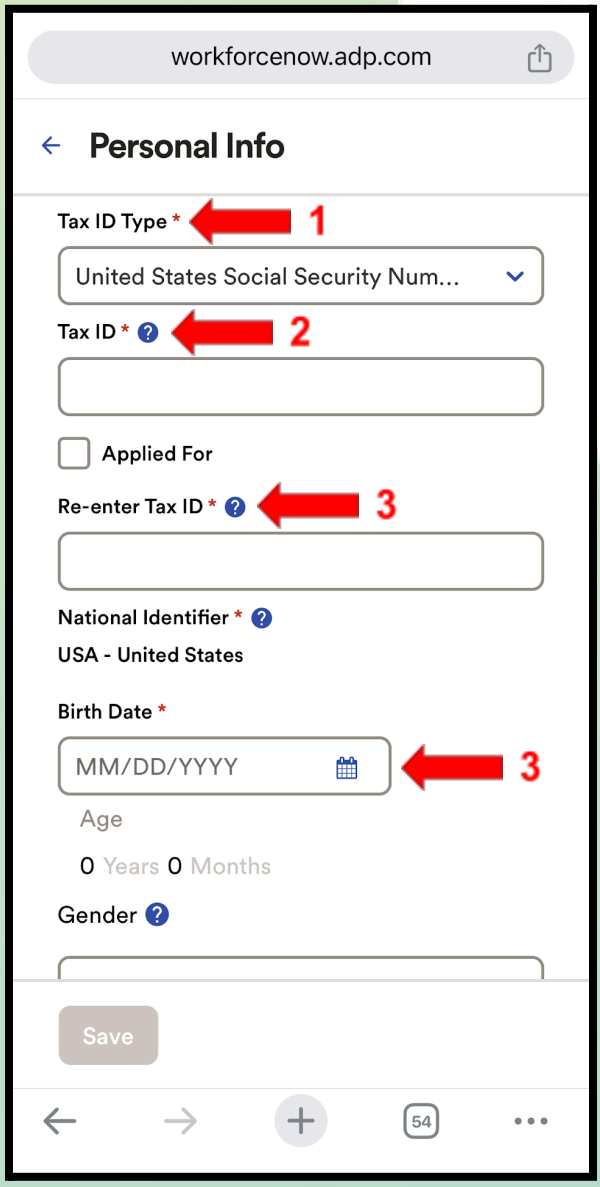


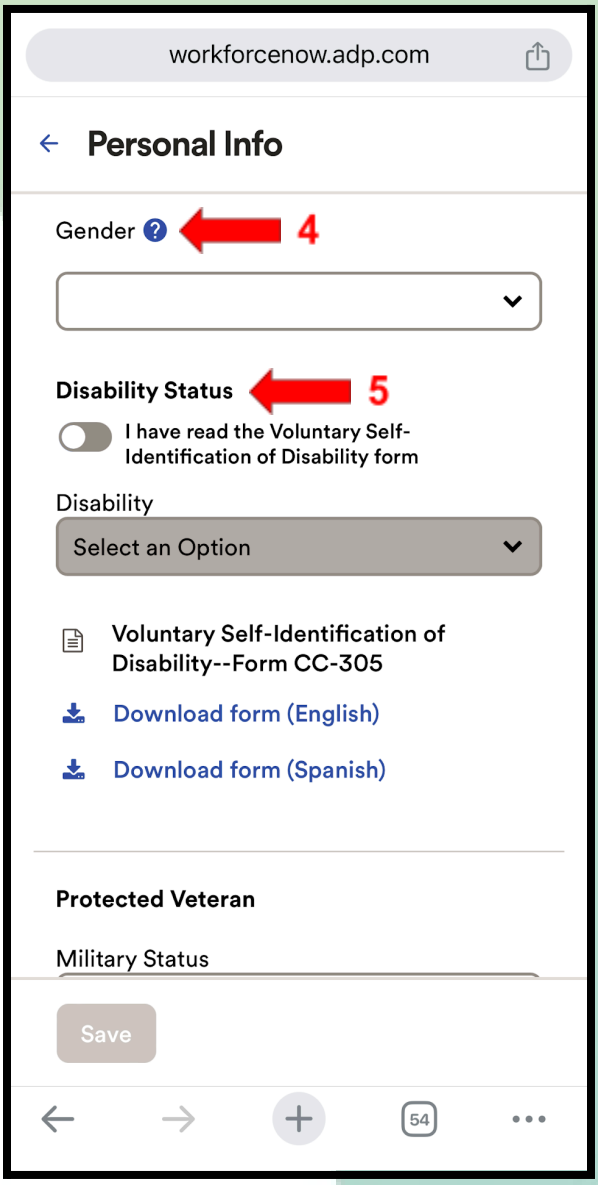
STEP 6

Fill out your tax information

1) Tax ID Type
2) Tax ID
3) Birthdate
4) Gender
5) If you have a disability you would like to declare, do that here also.

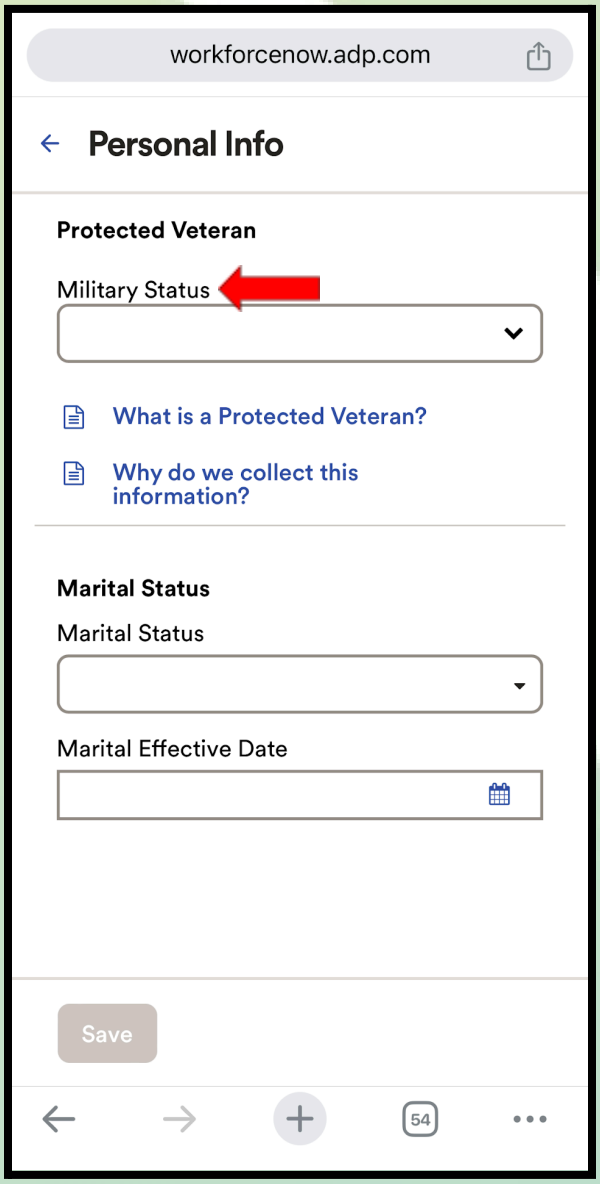
DO NOT SELECT SAVE YET - SCROLL DOWN TO CONTINUE





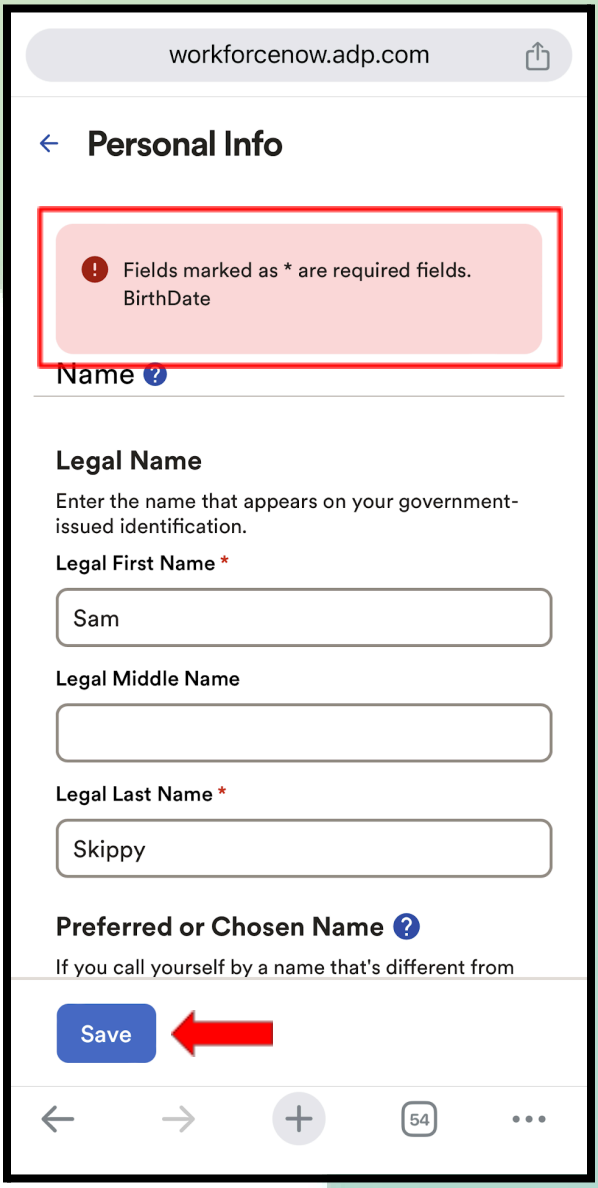
STEP 7

If you qualify, you can fill out your military status.



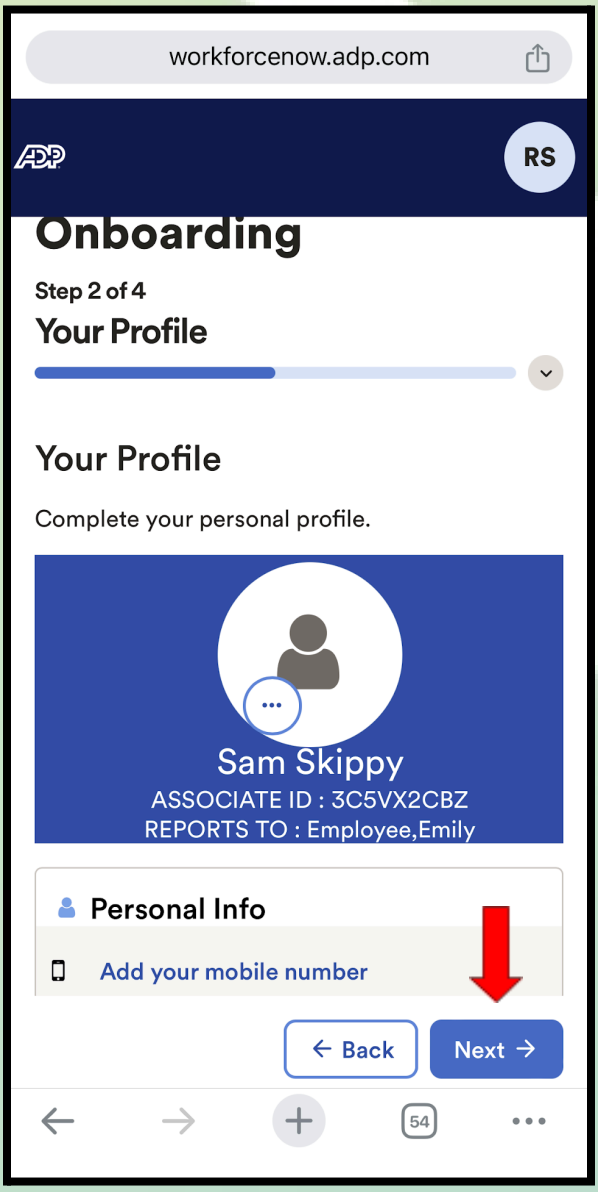
STEP 8

When you have all of your personal information filled out, select “Save.” If you get a notice like the one shown below, it means you haven't filled out a required field. Once you fill it out, you will be able to continue.



STEP 9

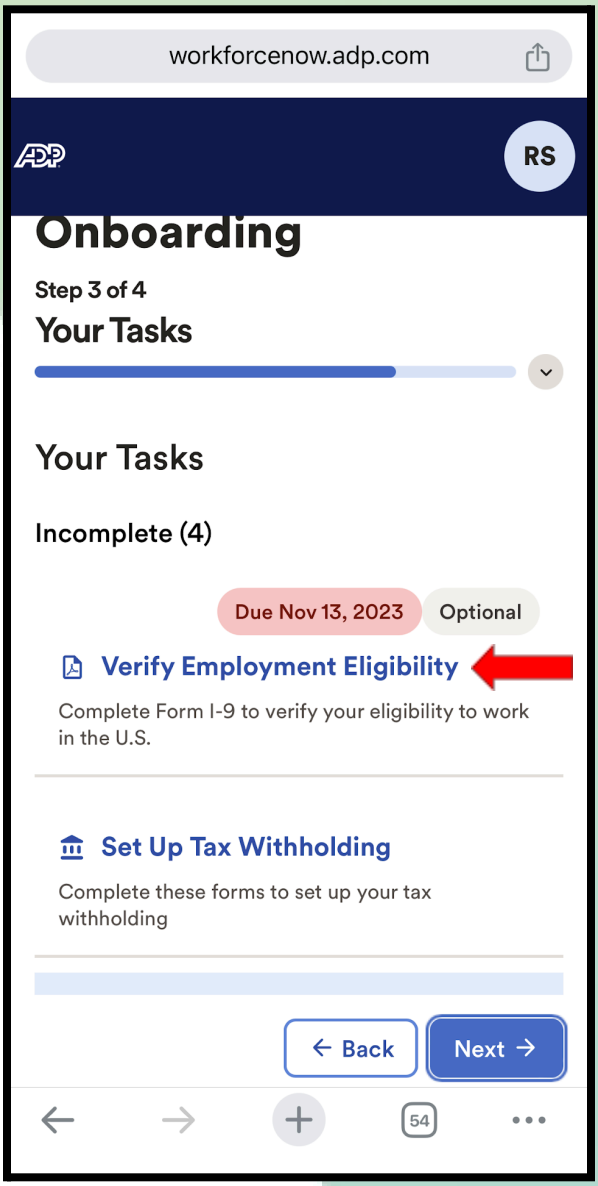
Now that your personal information has been updated, you can continue on to the next part of the onboarding process by selecting “Next.”



Task 1 – Filling Out Your I-9 Form

This page shows 4 different tasks you need to do to continue. To start, select “Verify Employment Eligibility.”

DO NOT SELECT NEXT

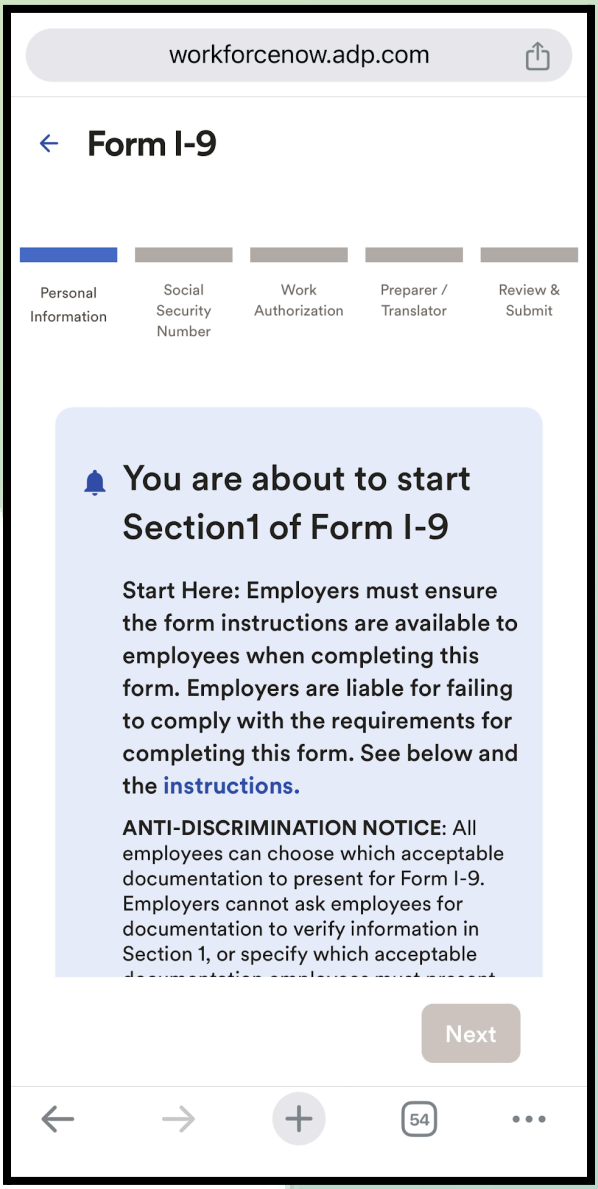


STEP 1

Select “Start” to continue.

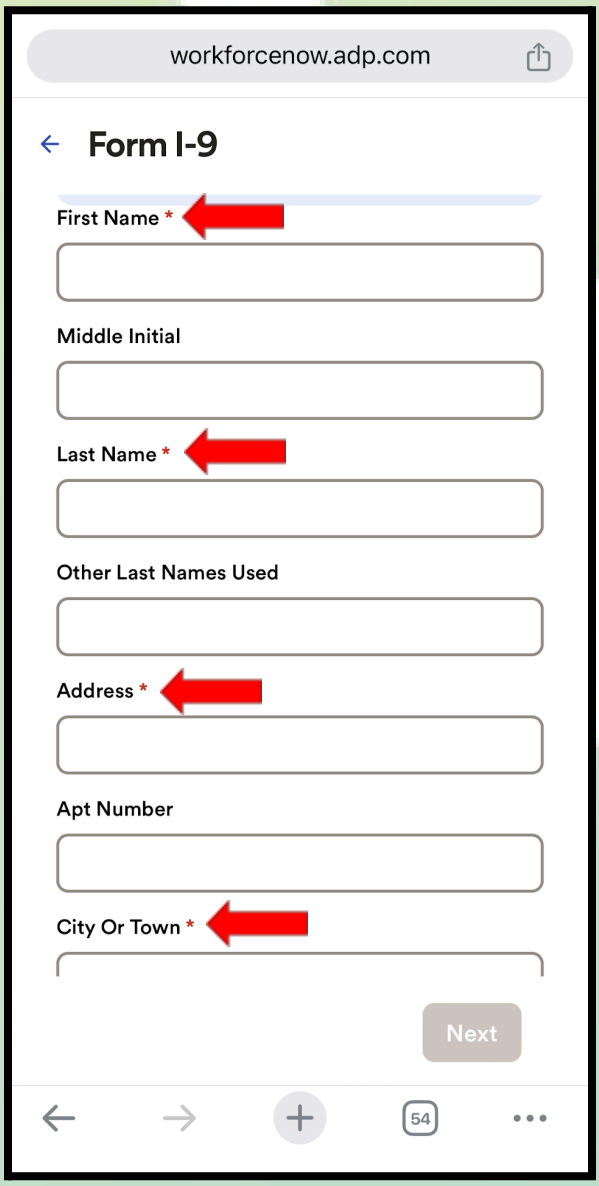
STEP 2

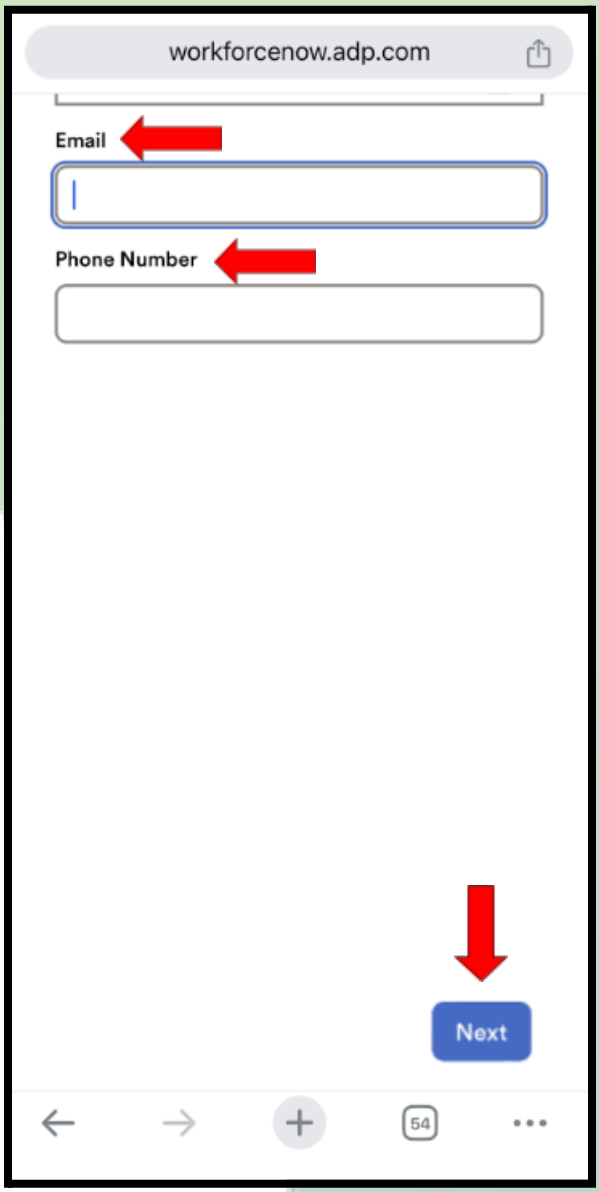
Read the given notice and scroll down.



STEP 3

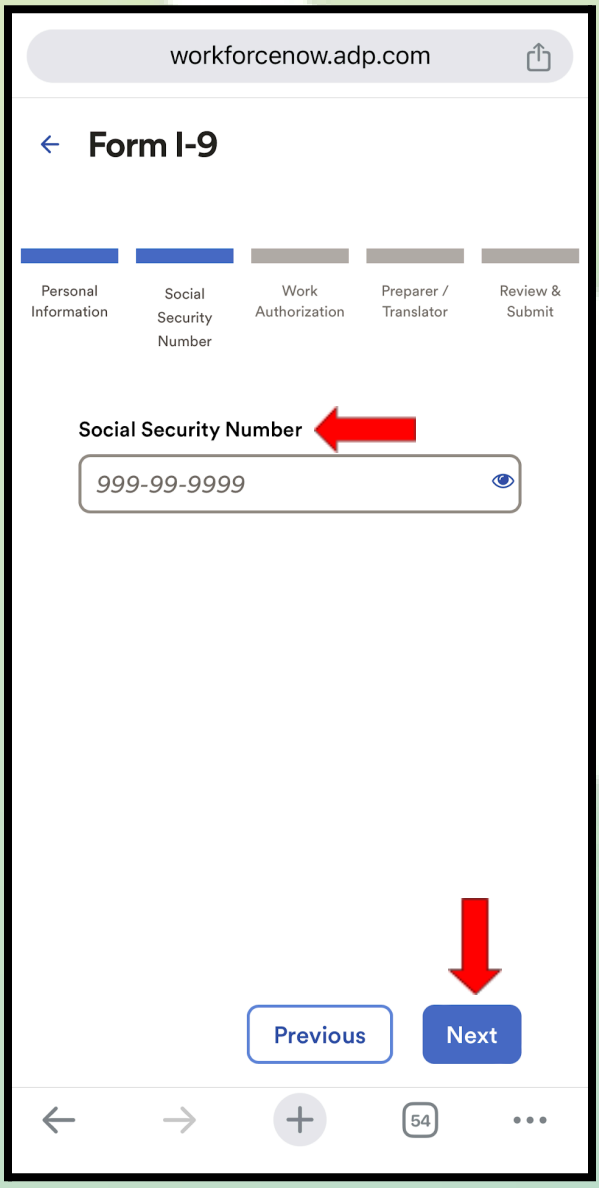
Fill out your personal information. Then select “Next.”





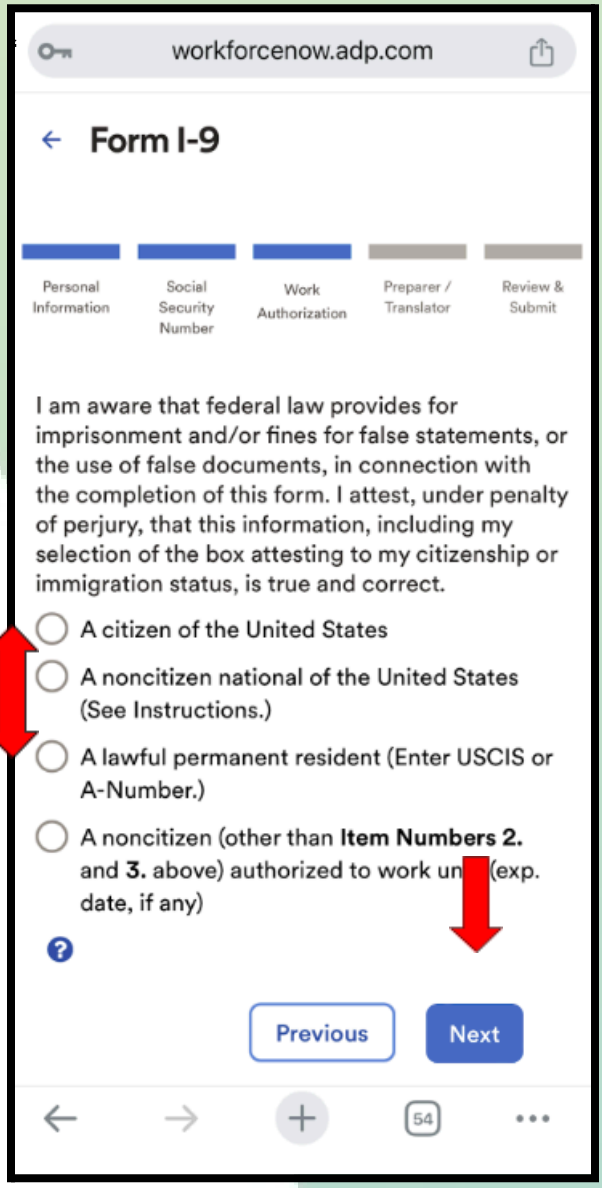
STEP 4

Fill out your Social Security Number.
Then select “Next.”



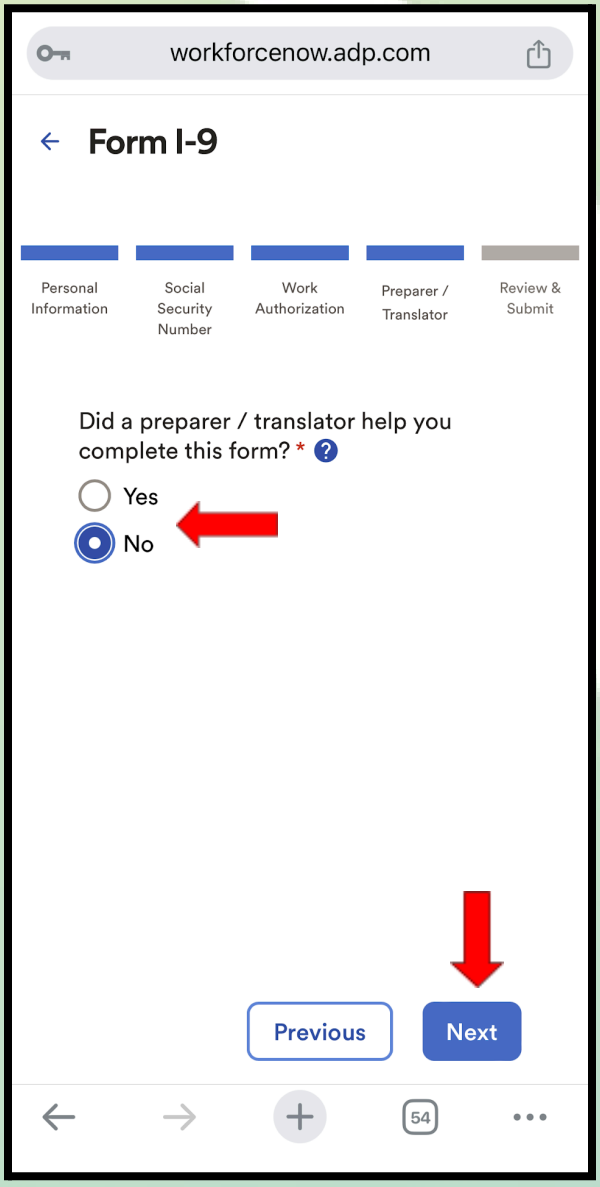
STEP 5

Declare your citizenship status by selecting the appropriate bubble.
Then select “Next.”



STEP 6

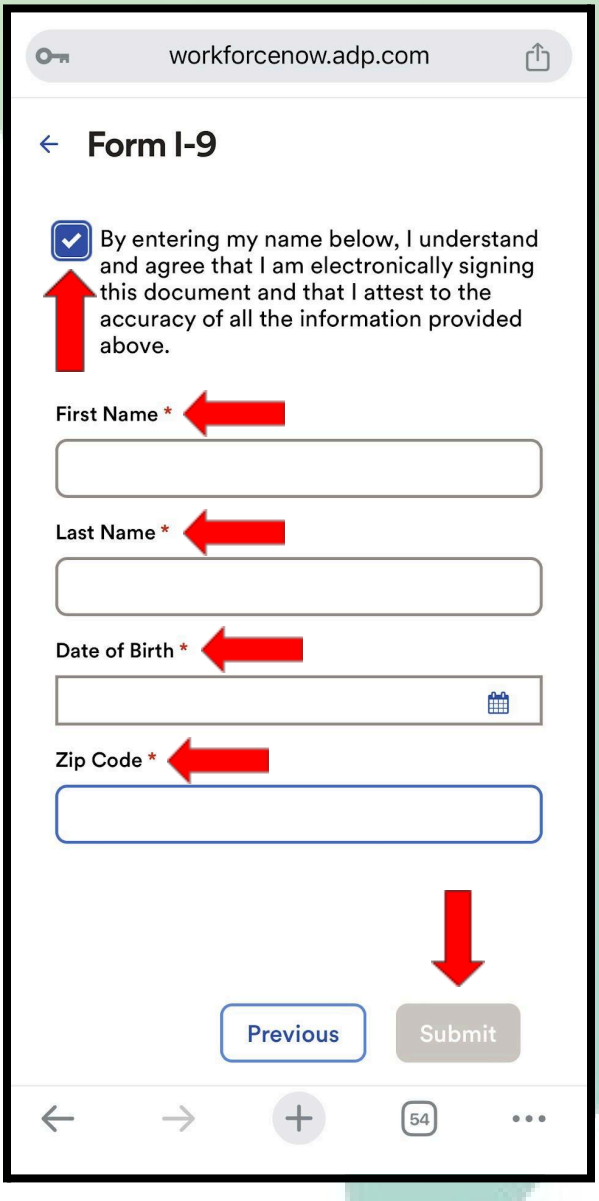
Declare whether or not a translator helped you fill out this form by selecting the corresponding bubble. Then select “Next.”



STEP 7

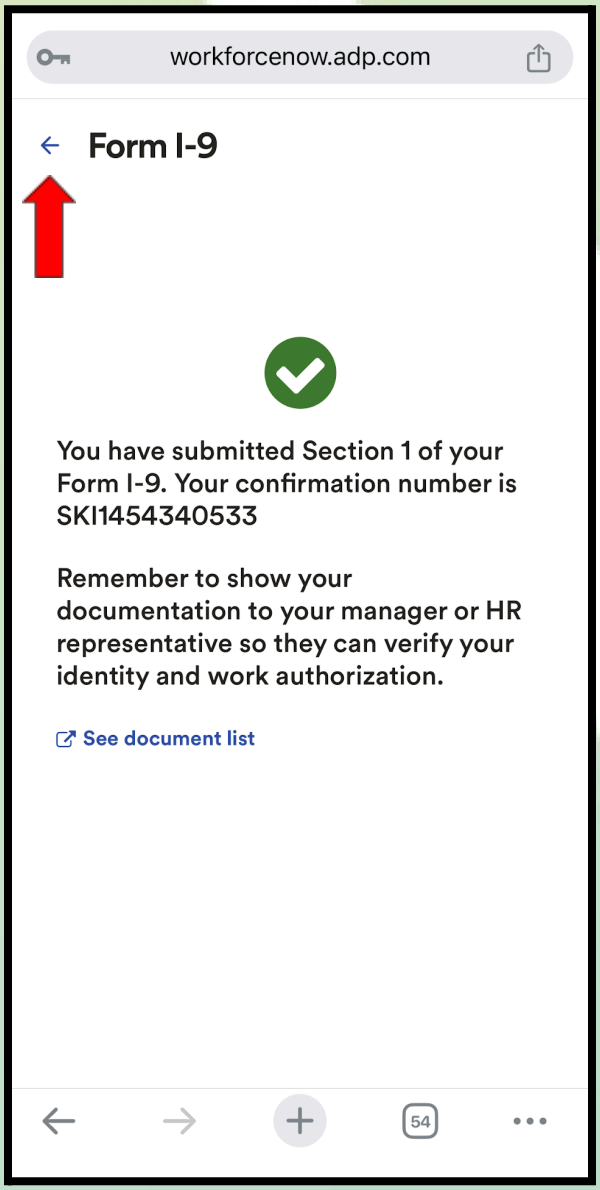
Electronically sign your I-9 form.

1) Select the box stating you understand that by electronically signing the document, you attest to the accuracy of the information you filled out.
2) Fill out your first name, last Name, Date of Birth, and Zip Code.
3) Select “Submit.”



I-9 Complete

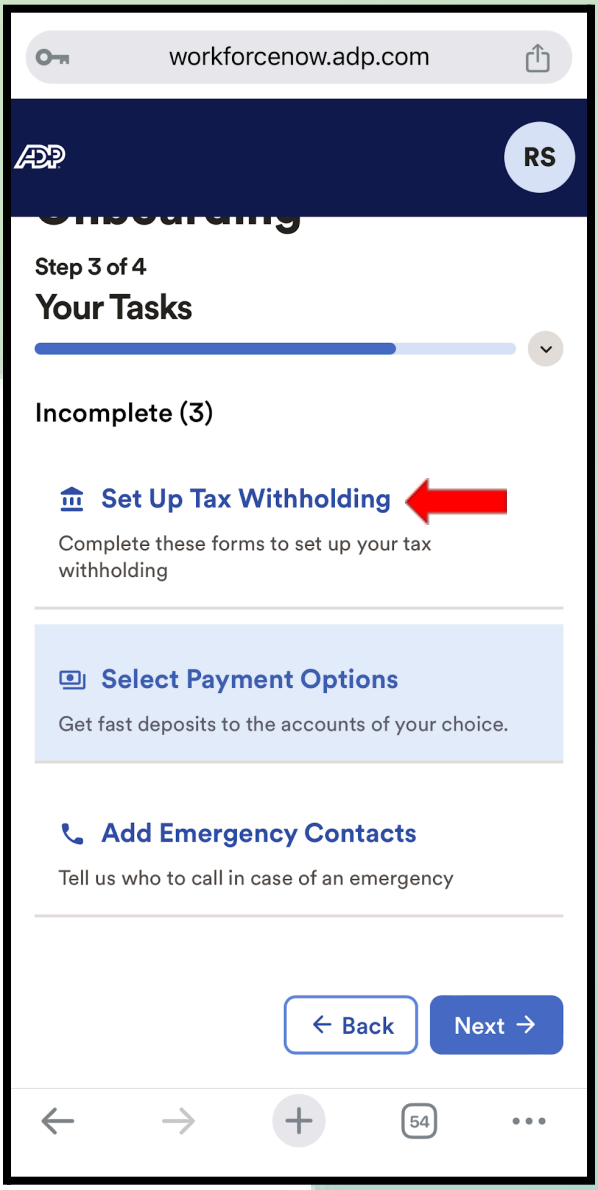
You've Completed your I-9 form! To continue to the next step, select the back arrow.



Task 2 – Set Up Tax Withholding

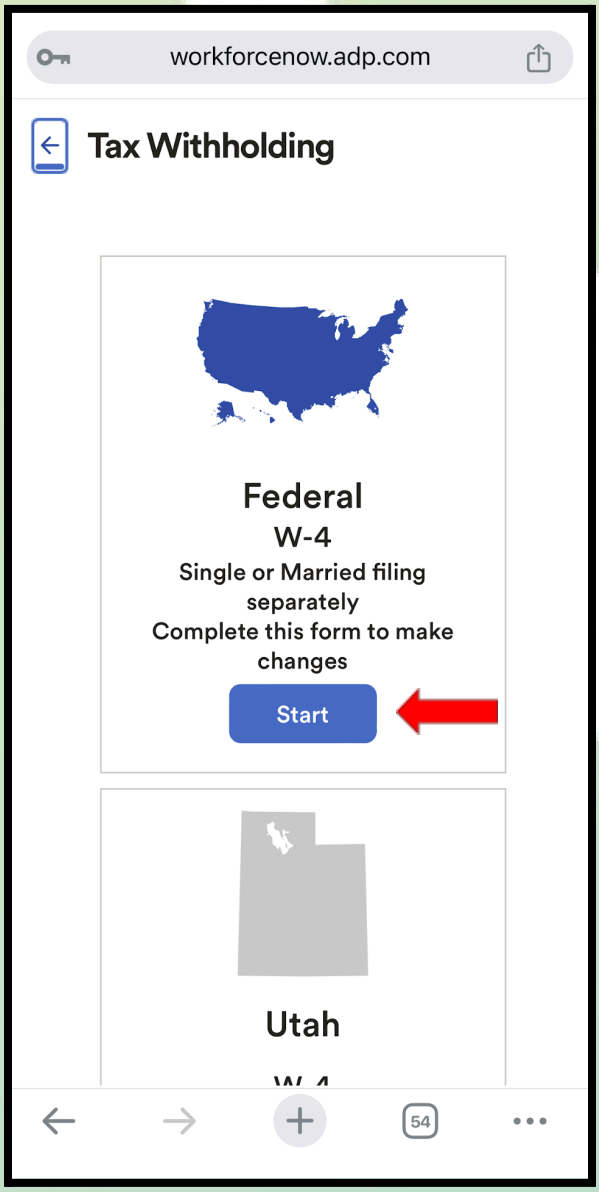
Begin completing your next task by selecting "Set Up Tax Withholding."

DO NOT SELECT NEXT



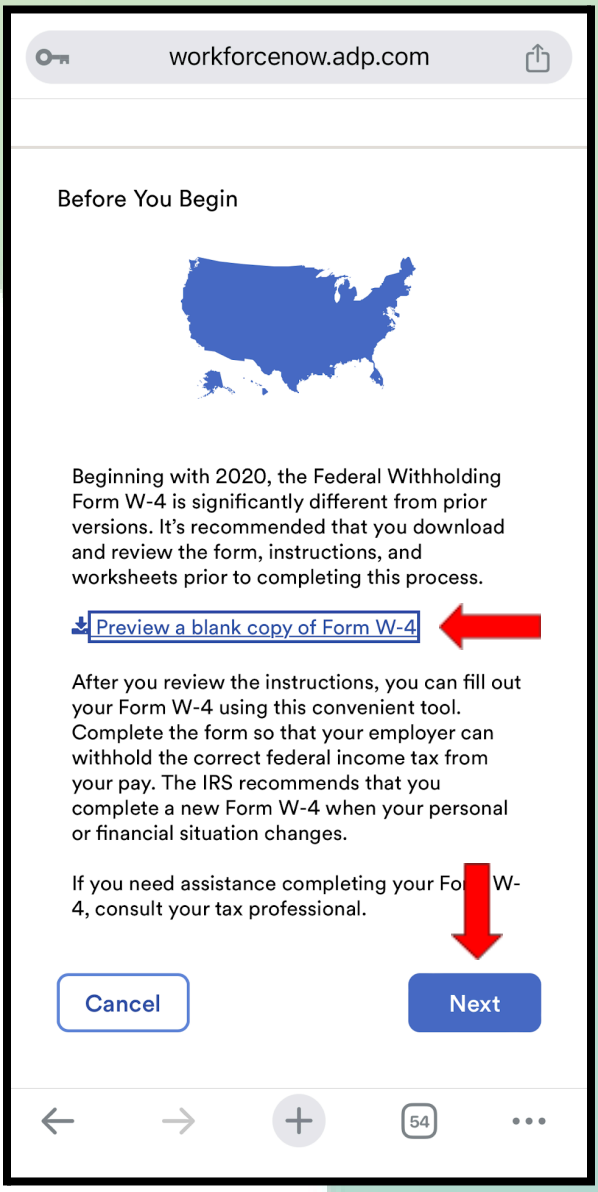
STEP 1

Select the “Start” button to begin setting up your federal taxes.



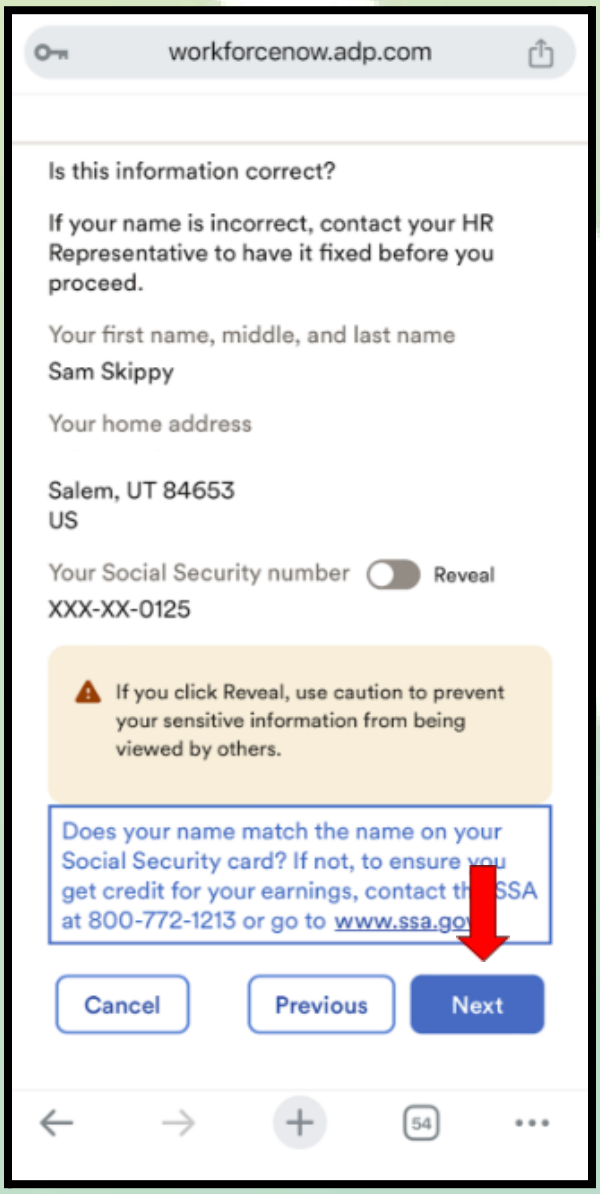
STEP 2

Read the notice given. If you aren’t familiar with the W-4 form, preview the form given by selecting “Preview a blank copy of Form W-4.” Reach out to your manager or HR with questions. When ready to begin filling out your W-4, select “Next.”



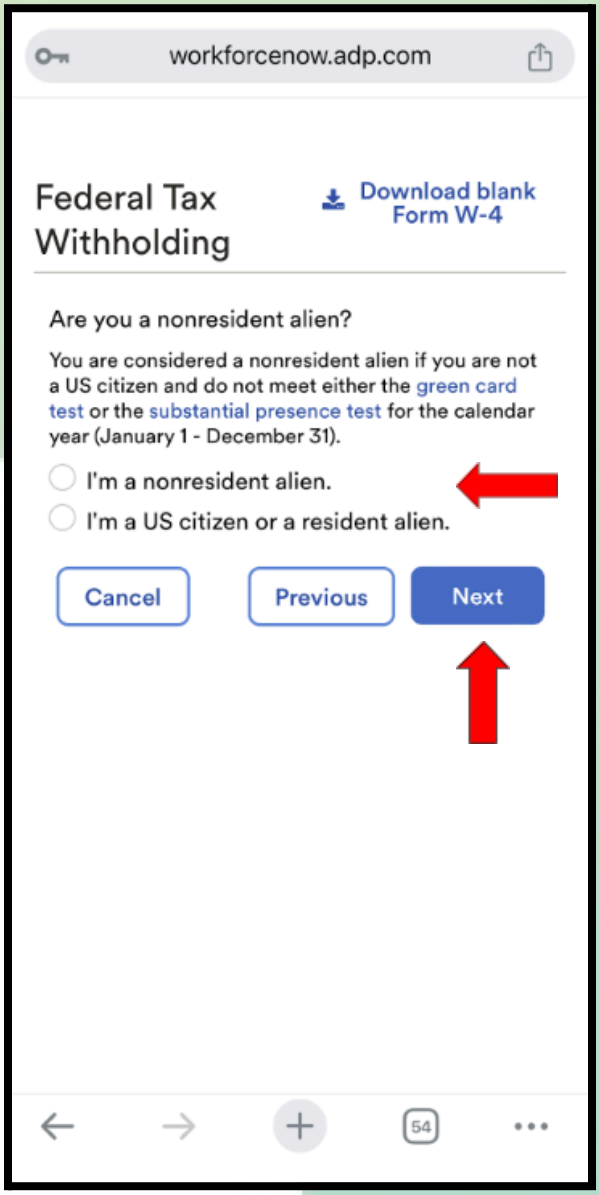
STEP 3

Check to make sure the given information is correct. If it is, select “Next.”



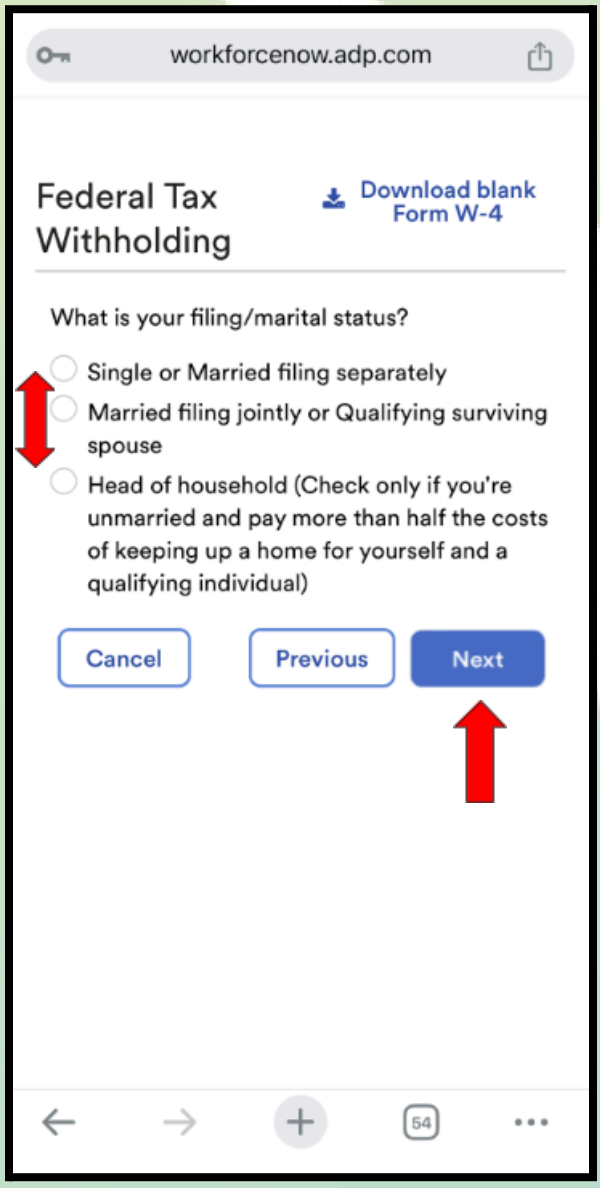
STEP 4

State your citizenship status by selecting the appropriate bubble. Then select “Next.”



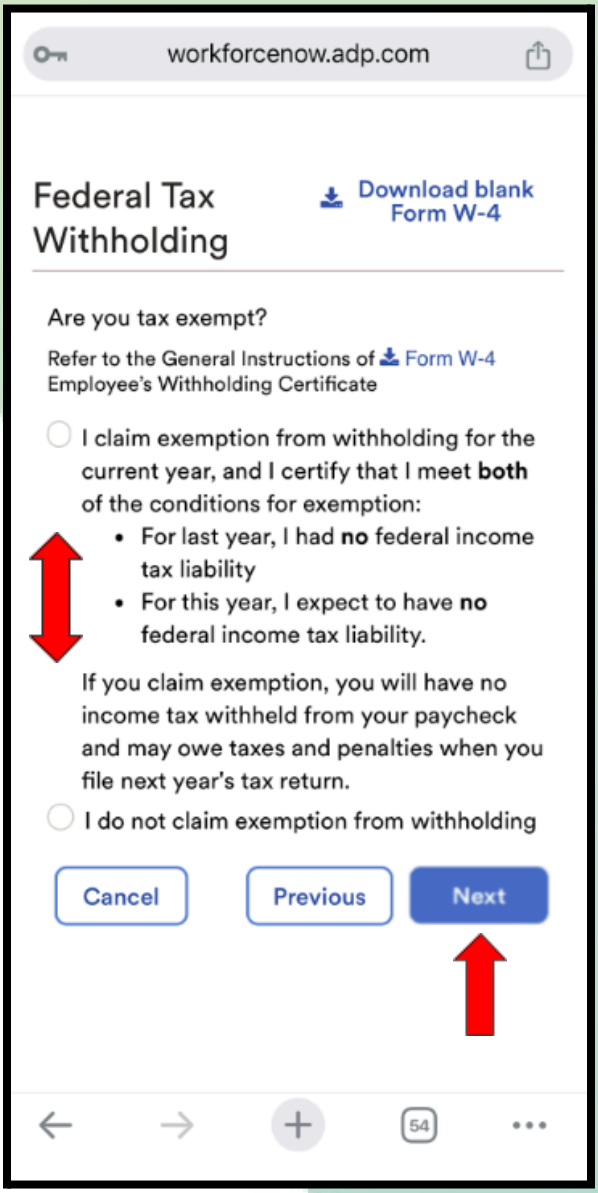
STEP 5

State your filing/marital status by selecting the appropriate bubble. Then select “Next.”



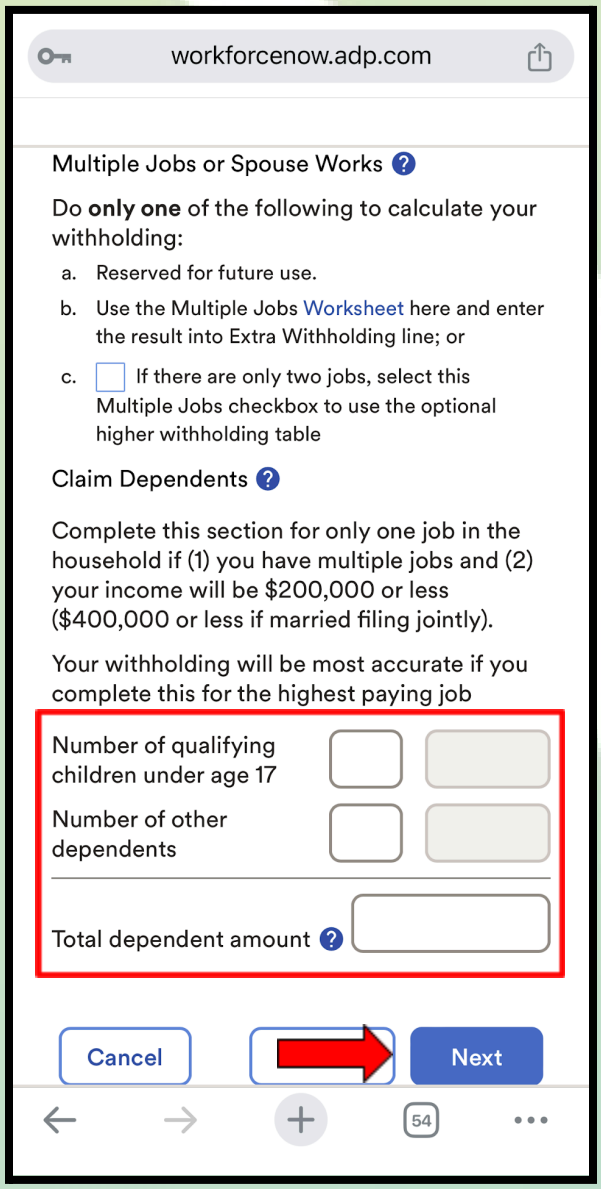
STEP 6

State whether or not you are tax exempt by selecting the appropriate bubble. Then select “Next.”



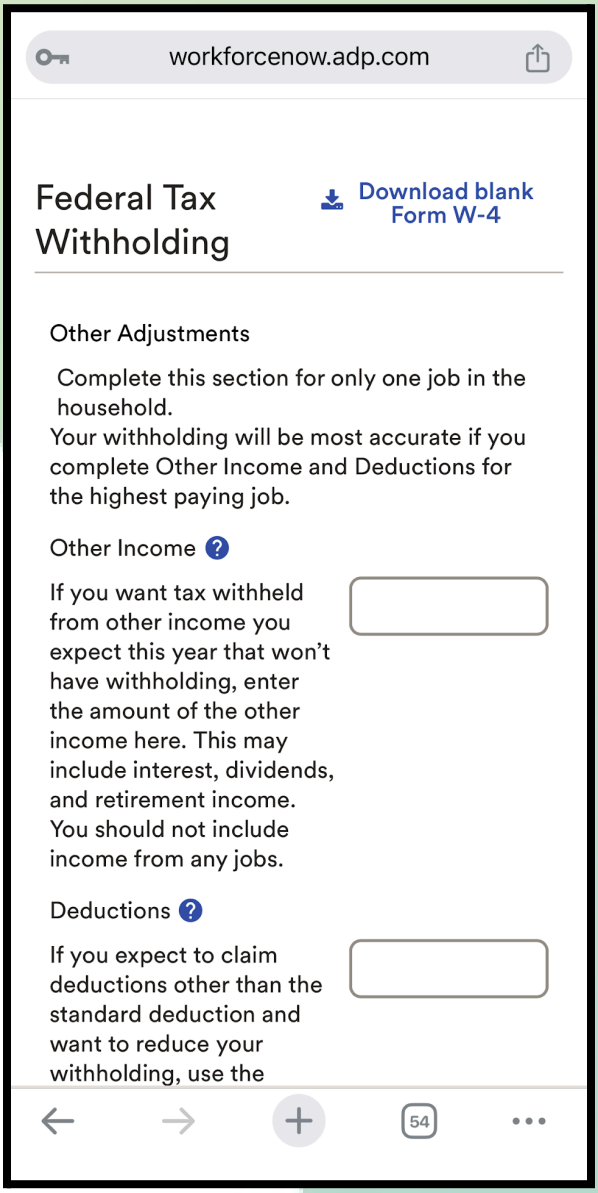
STEP 7

Claim how many dependents you have in your household. Then select “Next.”



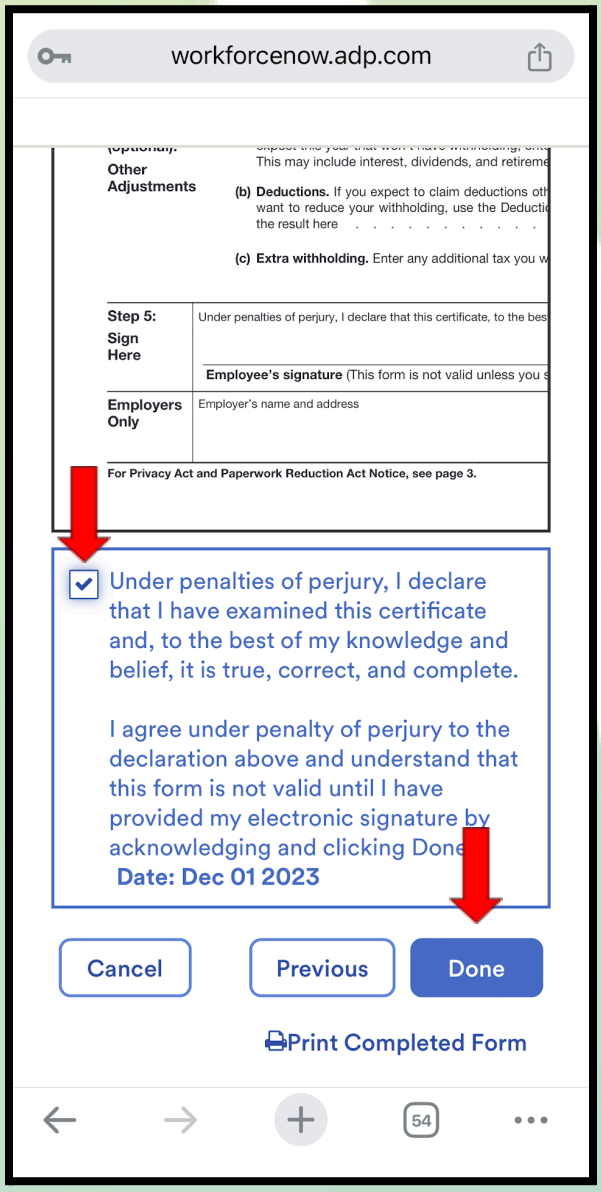
STEP 8

Fill out this page if you want any other adjustments made. When finished, select “Next.”



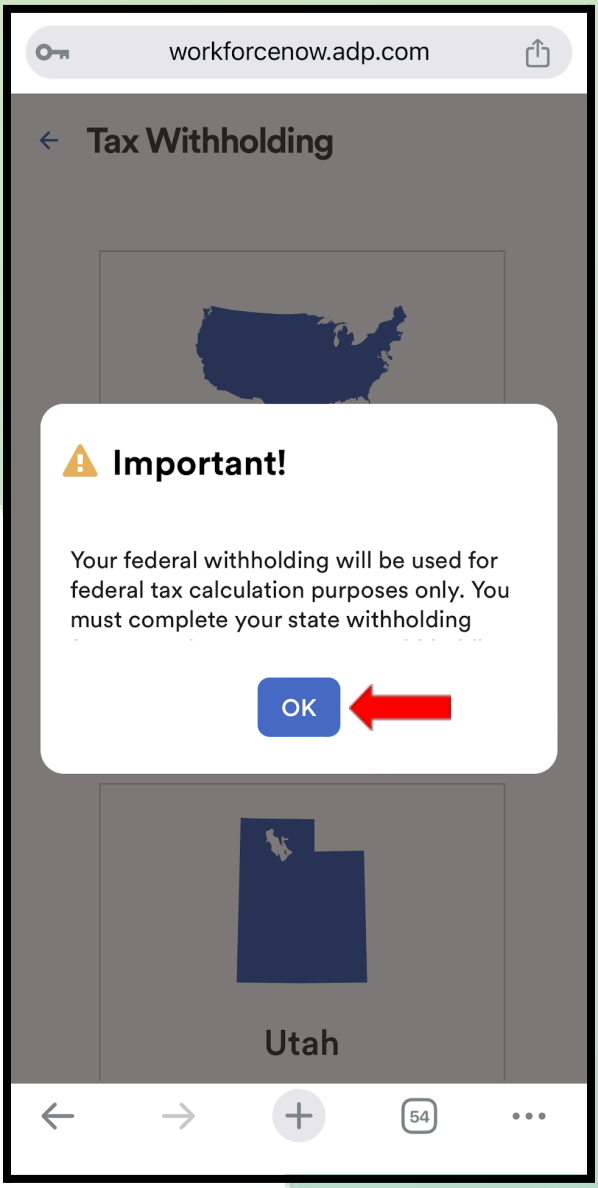
STEP 9

Select the box declaring you have filled out this certificate honestly. Then select “Done.”



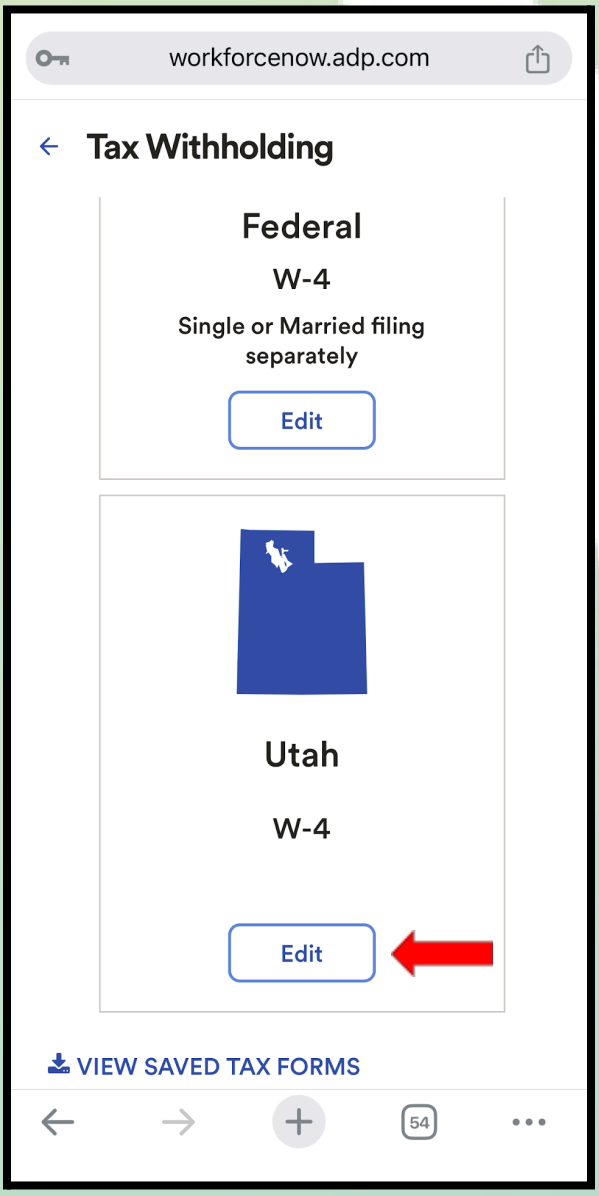
STEP 10

Select “OK” to close the notice box.



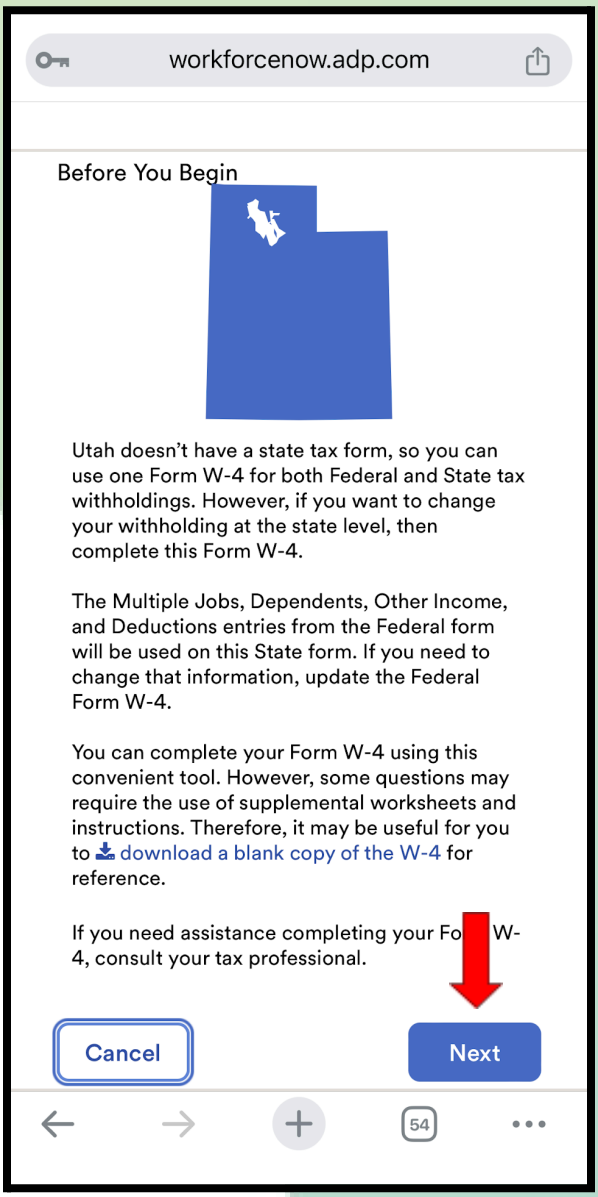
STEP 11

Begin filling out your state withholding by selecting the “Edit” icon on your state. Note: This process may vary slightly from state to state. The system will guide you through the process for your specific state. If you need help, reach out to your manager or to HR.



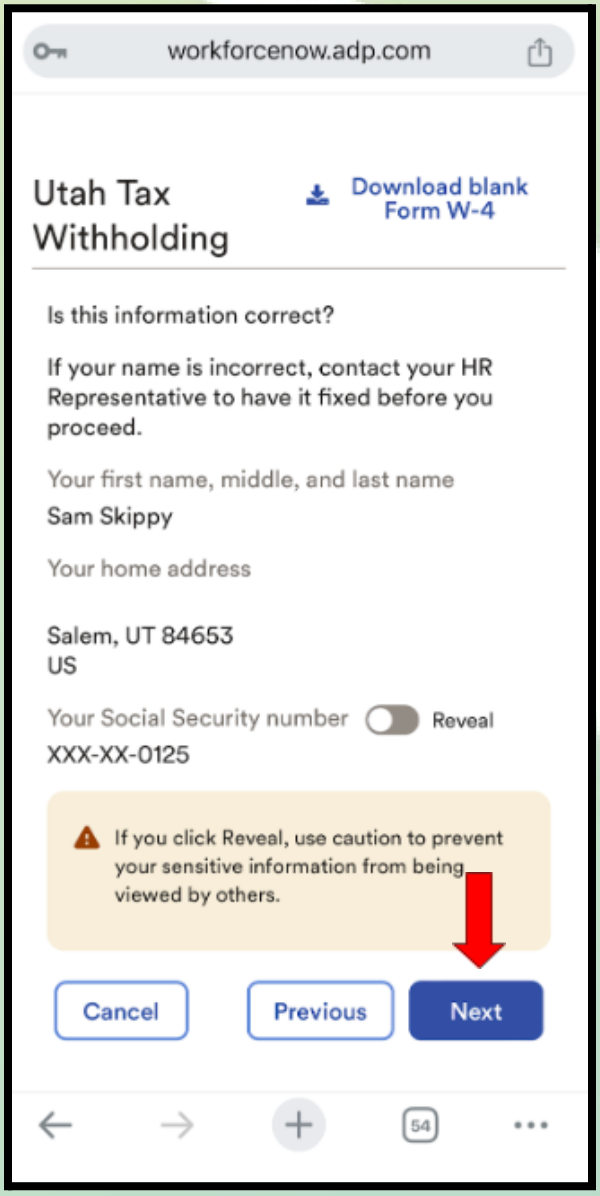
STEP 12

Read the notice given and then select “Next.”



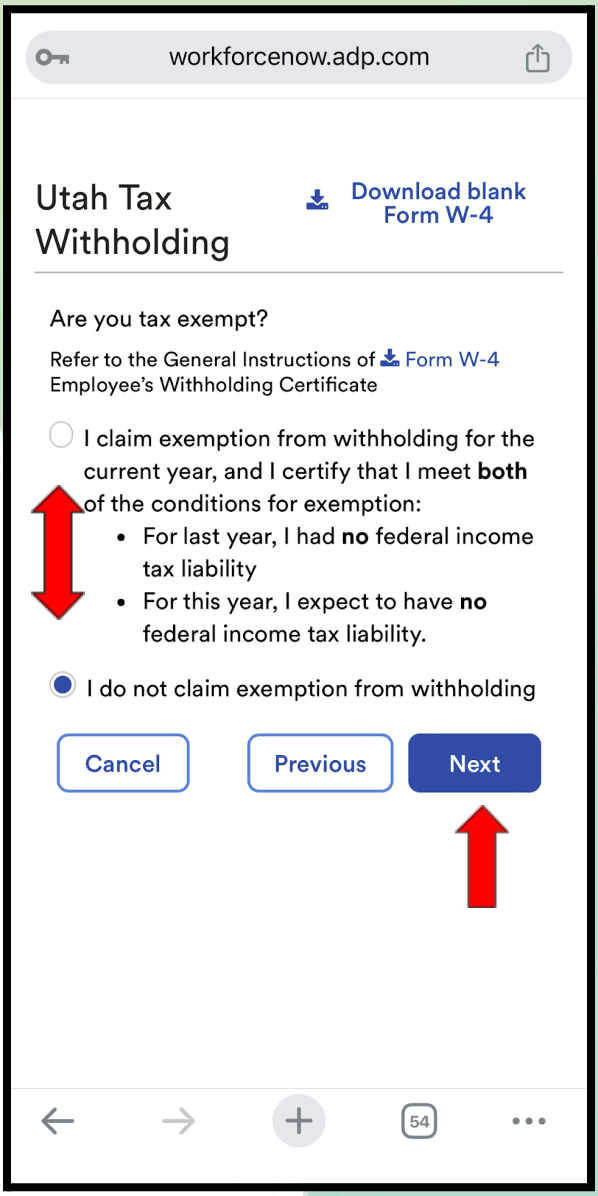
STEP 13

Check to make sure the given information is correct. If it is, select “Next.”



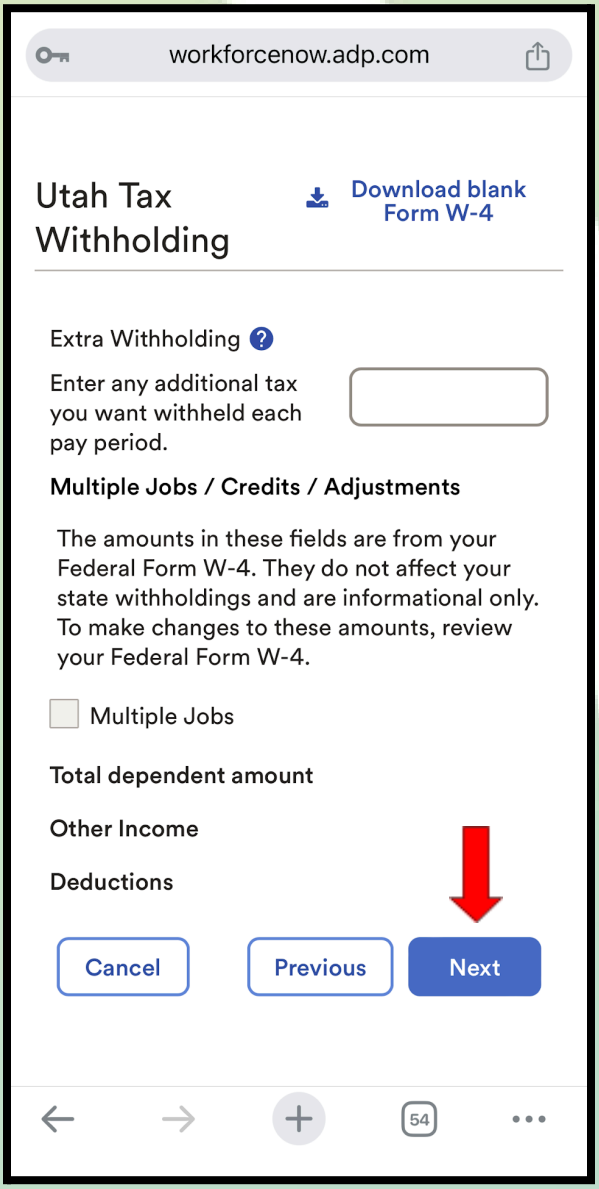
STEP 14

Claim whether or not you are tax exempt by selecting the appropriate bubble. Then select “Next.”



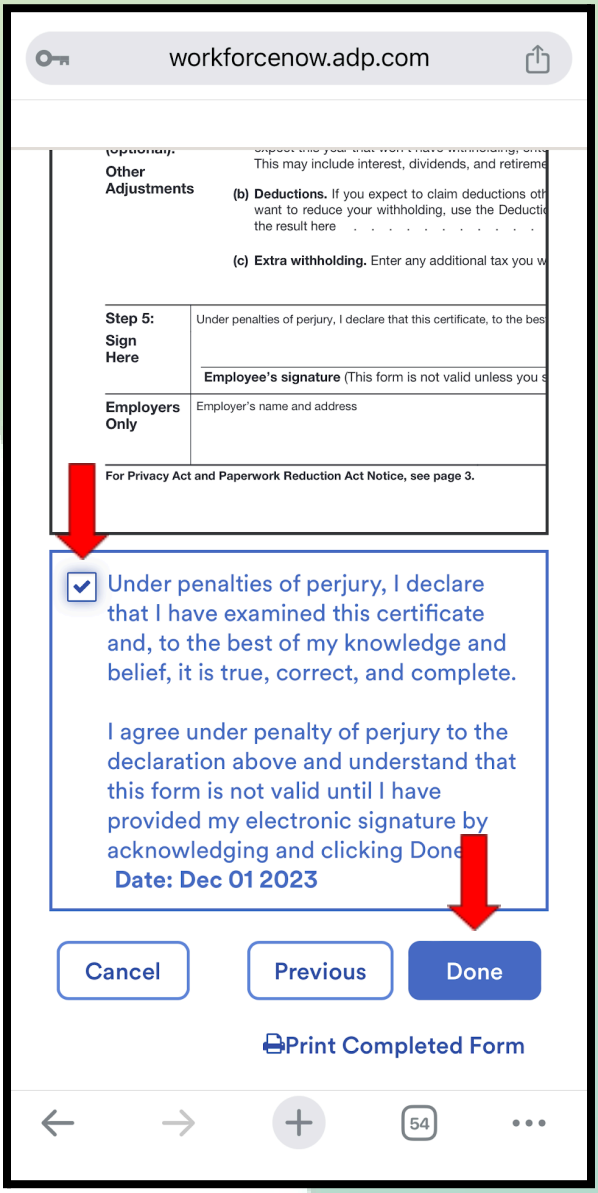
STEP 15

If you want any more tax withheld each pay period, put that here. When finished, select “Next.”



STEP 16

Select the box declaring you have filled out this certificate honestly. Then select “Done.”



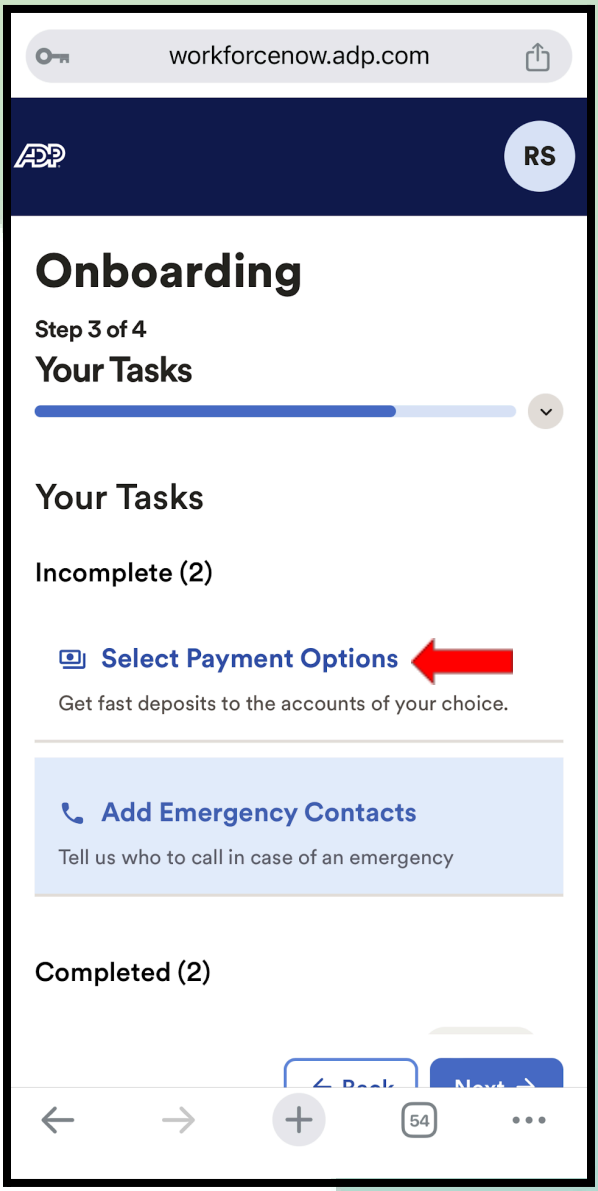
Tax Withholding Complete

You are finished filling out your Tax Withholdings. To continue to the next step, select the back arrow in the top left of the screen.

Task 3 – Select Payment Options

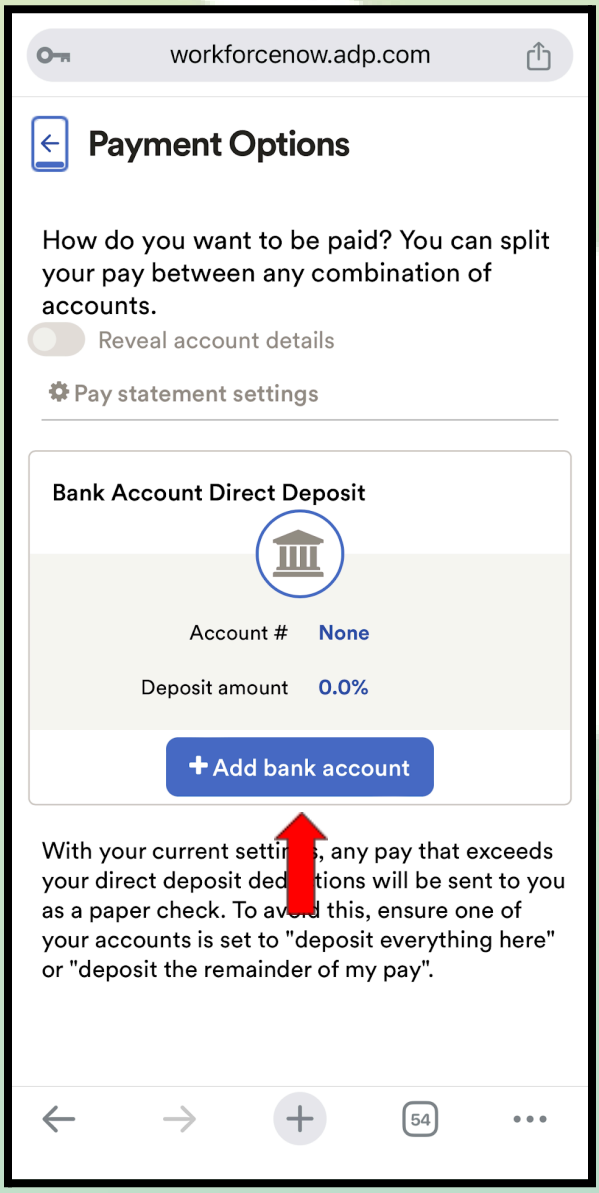
Begin completing your next task by selecting “Select Payment Options.” Setting this up will make it so your paychecks deposit directly into your bank account.

DO NOT SELECT NEXT



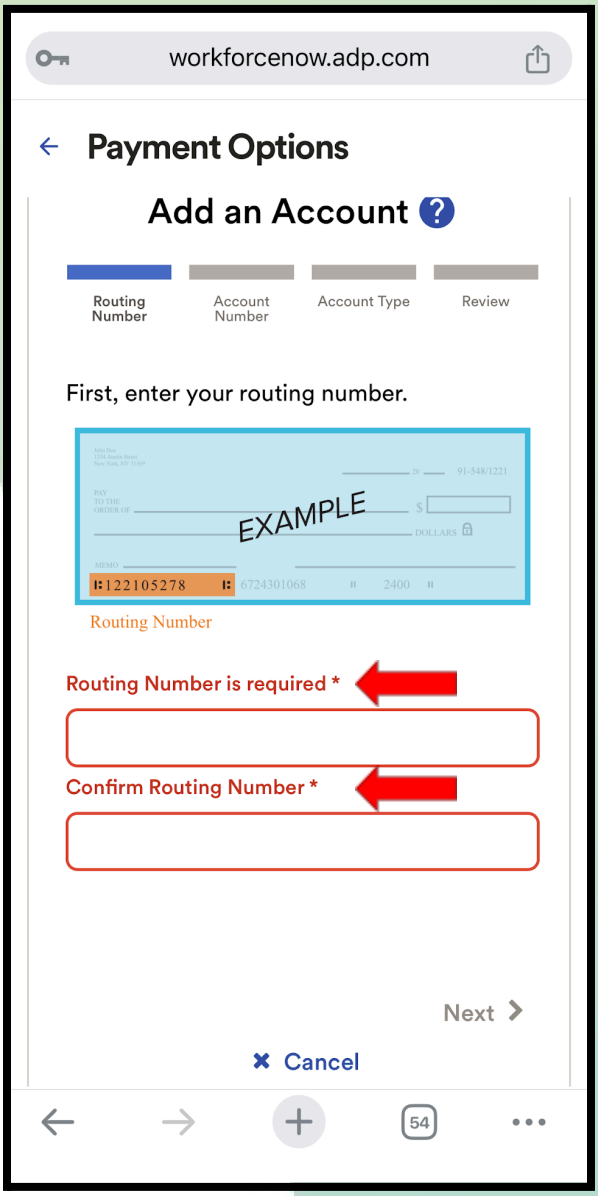
STEP 1

Scroll down until you see the “Bank Account Direct Deposit” section. Select “Add bank account.”



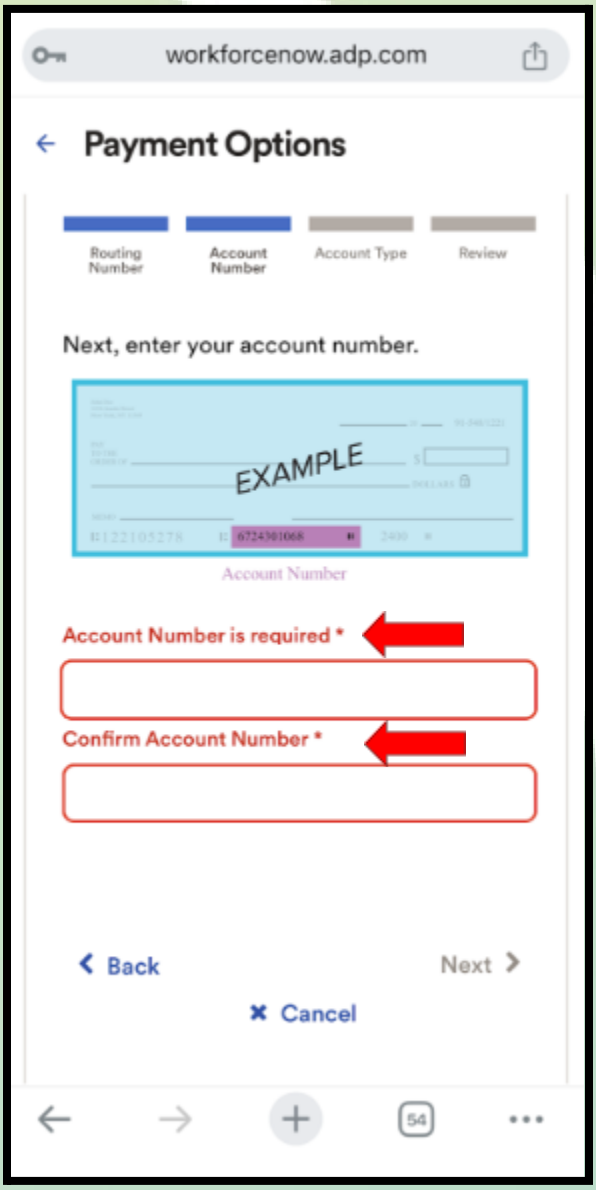
STEP 2

Enter your bank's routing number in both boxes.



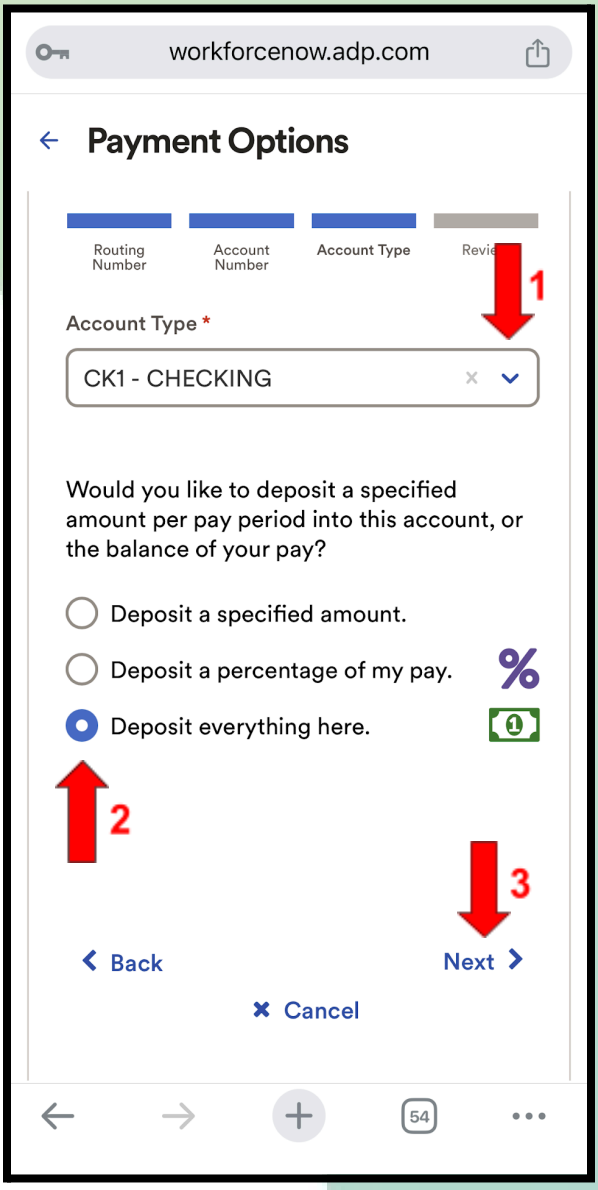
STEP 3

Enter your account number in both boxes.



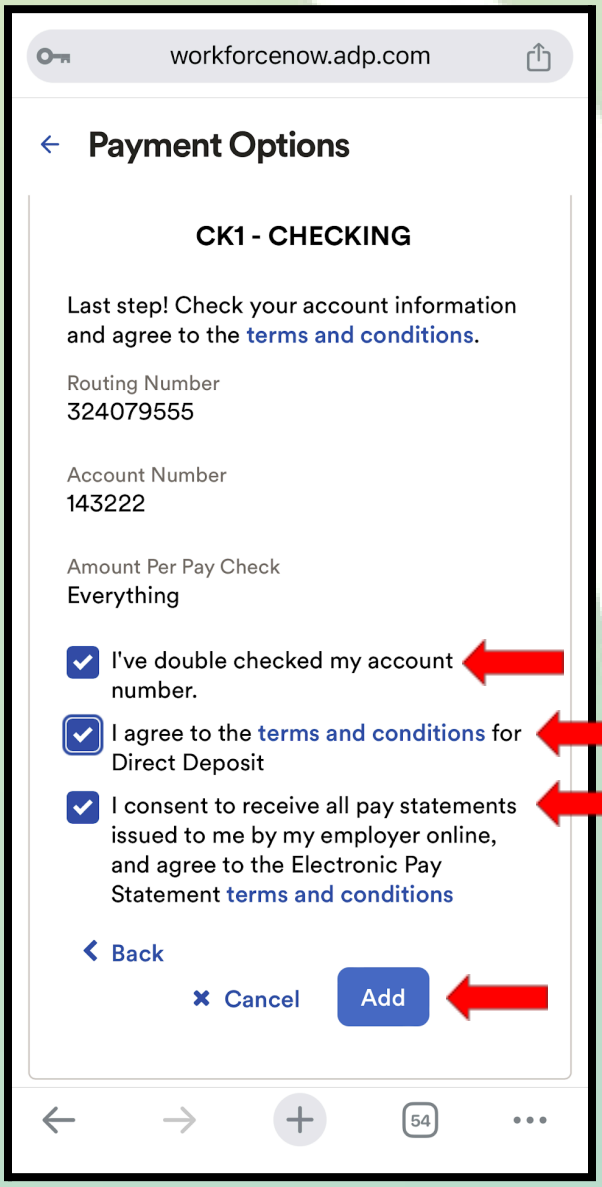
STEP 4

1) Select whether this is a checking or savings account.
2) Select how much of your check you want sent to this account.
3) Select “Next.”



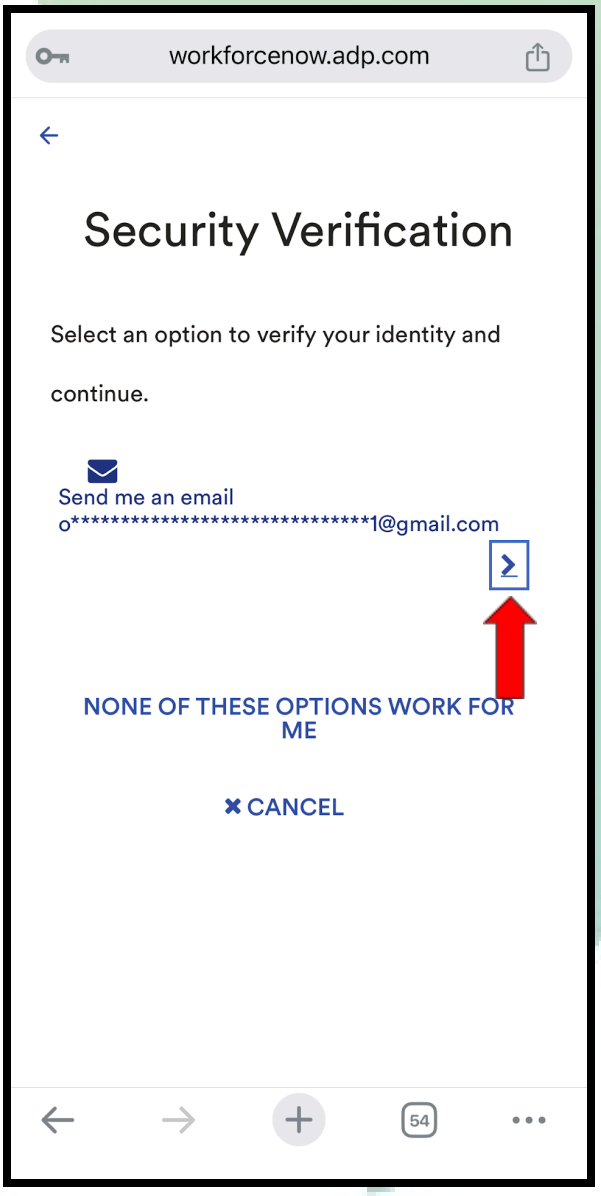
STEP 5

Double check to make sure your bank account information is correct. If it is incorrect you will not be able to receive your paycheck. Once you are sure the information is correct, select all of the boxes and then select “Add.”



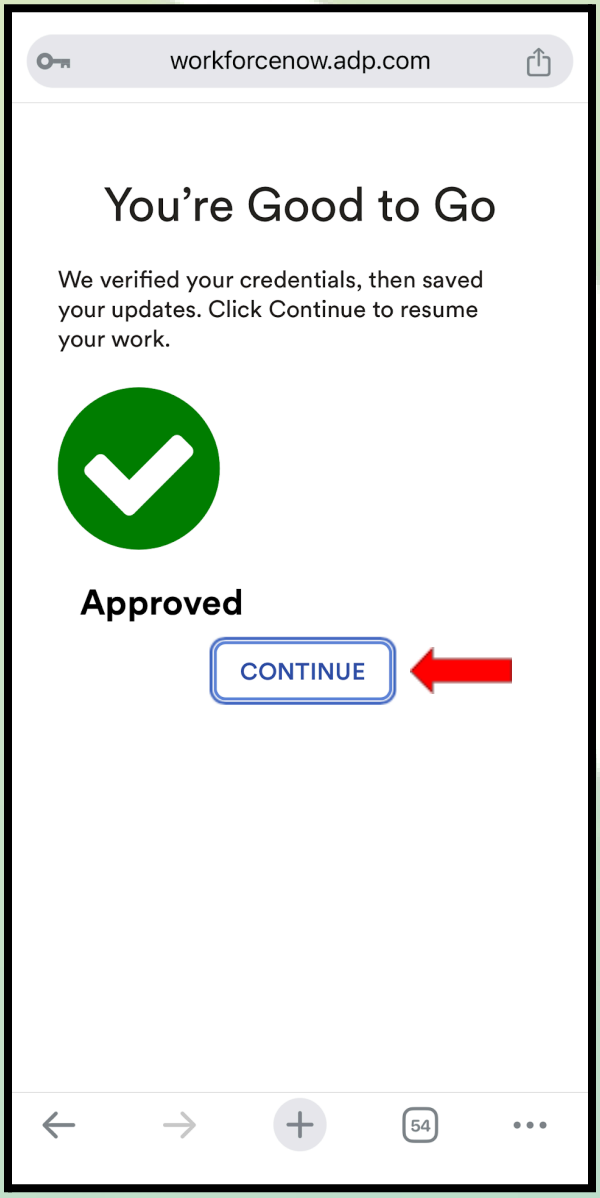
STEP 6

For security reasons you now need to verify your identity. Select a way to verify your account by selecting the corresponding arrow (you may be able to do this through email or text.) If you choose to verify through text, wait for a text to be sent to you and then follow the steps they provide. If you choose to verify through email, navigate to and open the email, and follow the steps provided. Once you’ve verified your account, return to this page in ADP.



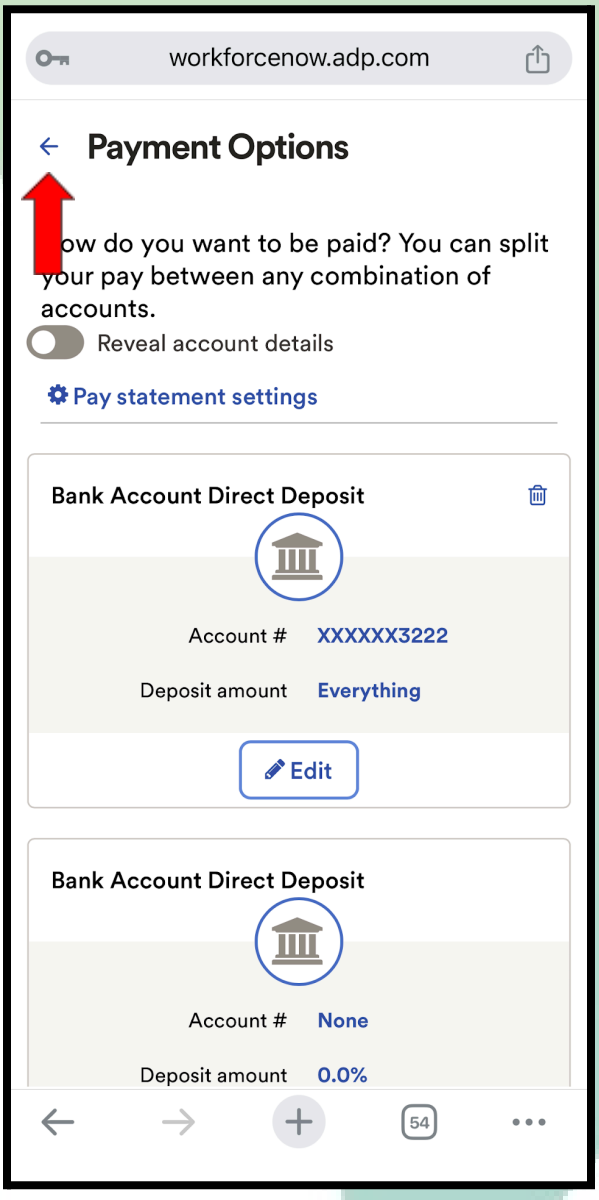
STEP 7

Your identity has been verified! Select “CONTINUE.”



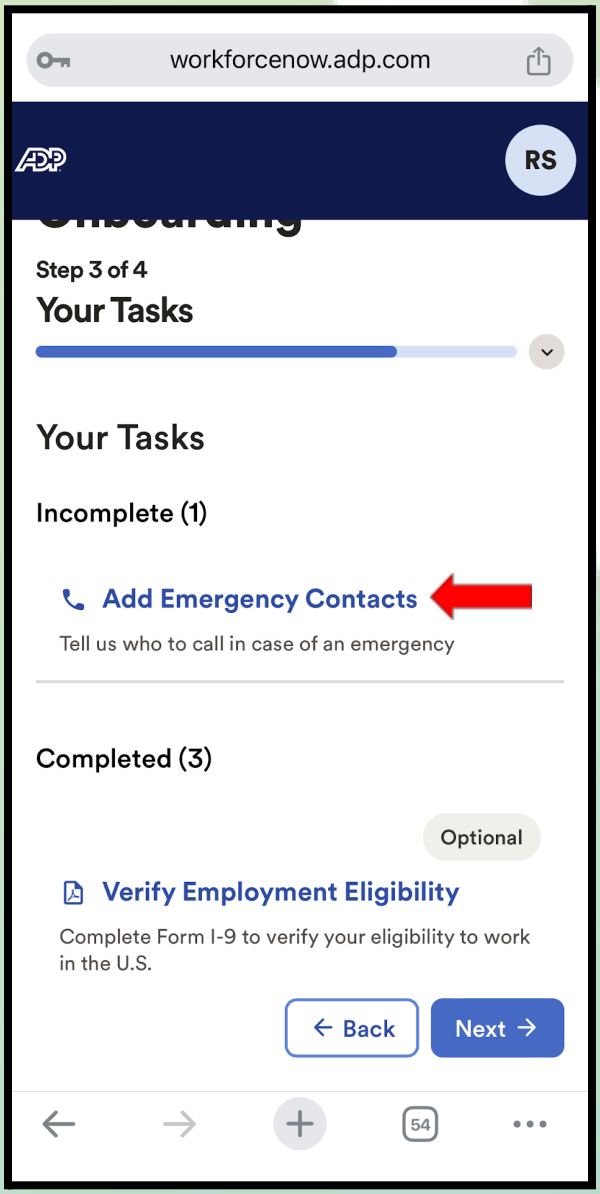
Payment Option Complete!

You can now see the bank account(s) where your checks will be deposited. To add another account, start over at step one of this section. To continue to the next step, select the back arrow in the top left corner of your screen.



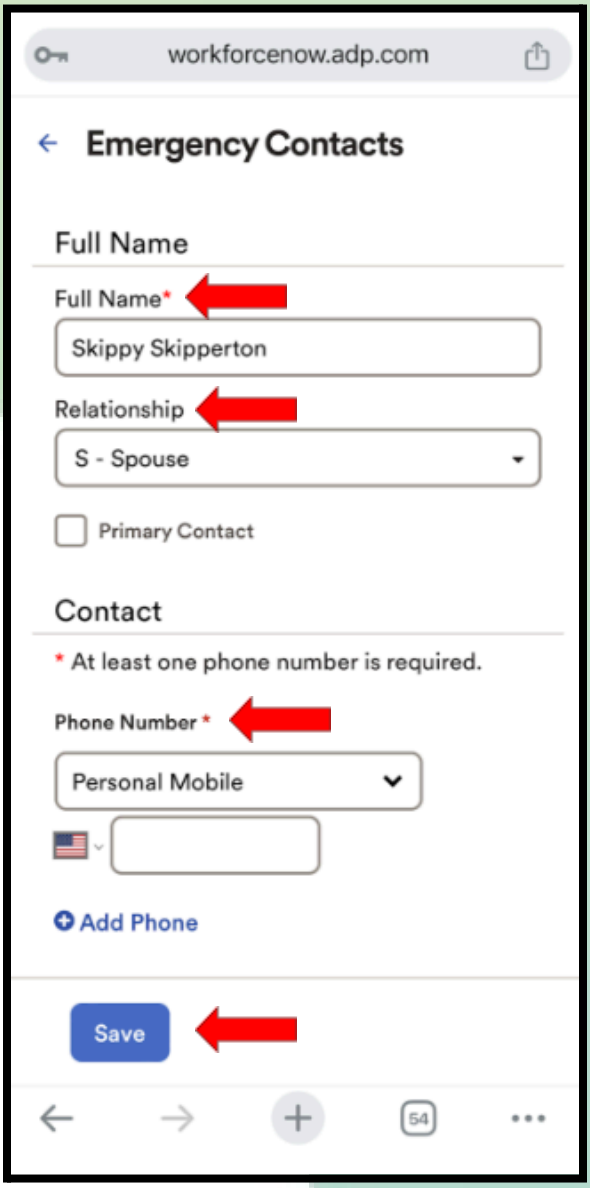
Task 4 – Add Emergency Contacts

Begin completing your next task by selecting “Add Emergency Contacts.” This is the person who will be contacted in case you are in an emergency situation.



STEP 1

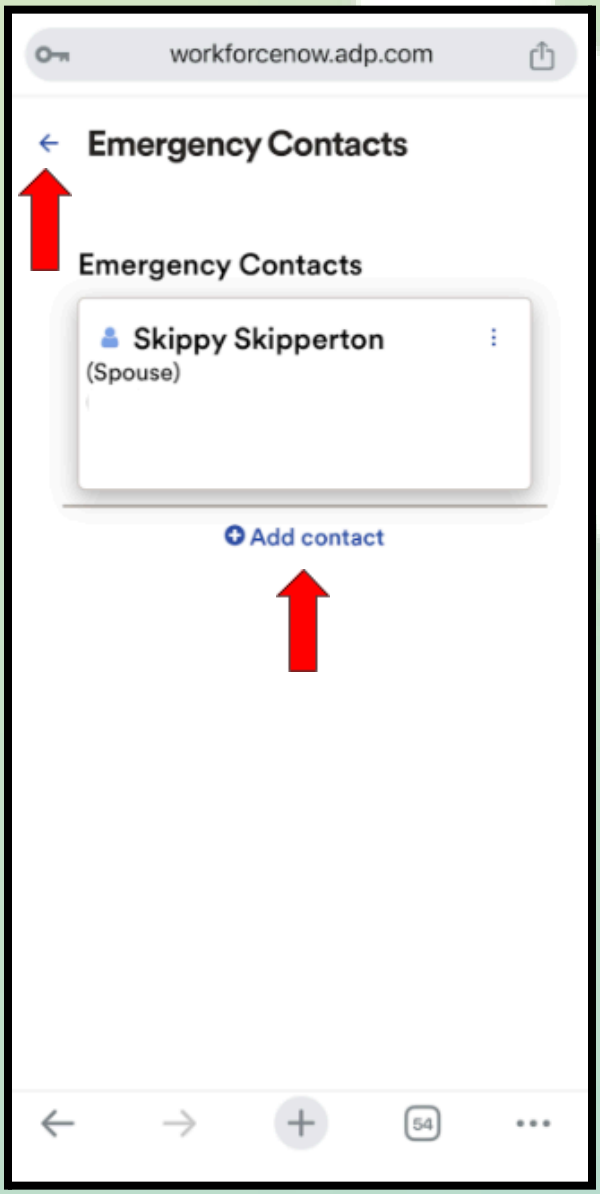
Fill out your emergency contact’s name, their relationship to you, their phone number, and then select “Save.”



Emergency Contacts Completed

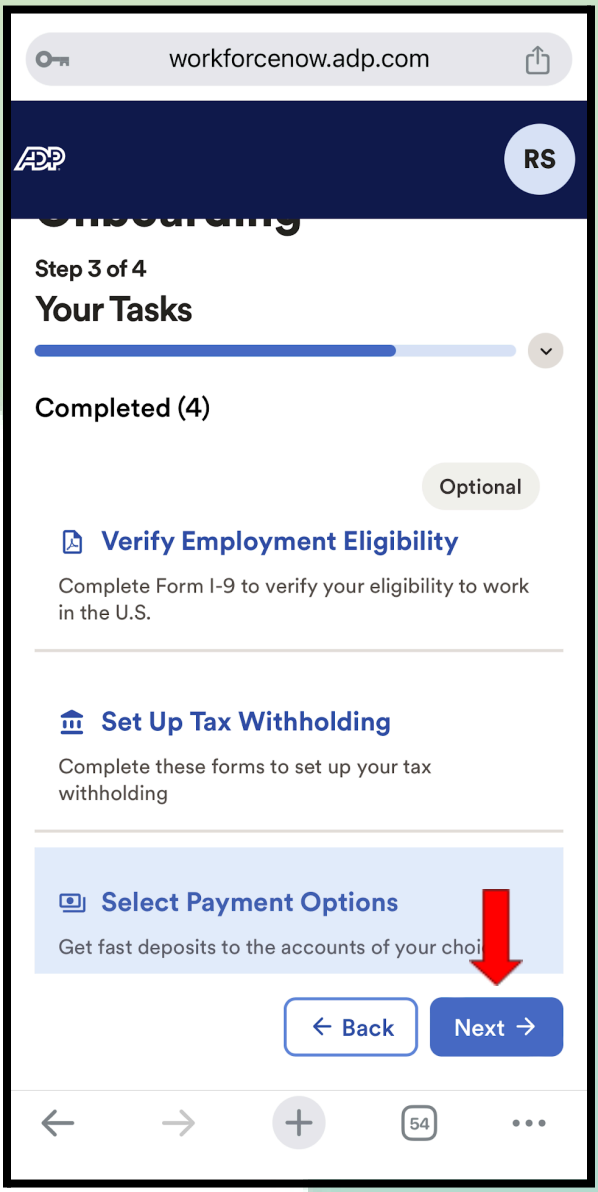
Review your emergency contact. You can add another contact if you would like by selecting “Add contact.”

To continue to the next step, select the back arrow in the top left of the screen.



Final Step

You’re almost done! To finish the onboarding experience, select “Next” in the bottom right of your screen.



Finished!

You have finished your onboarding experience! Select “Sign out” and wait to hear back from your hiring manager. Once your hire has been finalized, you will be able to log back into ADP to see your information. Your manager will let you know when this is complete.