

Retirement user guide: Your online plan account



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Who should use this guide?

Before you get started, let's make sure this guide is right for you.

You should use this guide if:



You are registering for an ADP User ID and Password through www.mykplan.com or www.mykplan.adp.com

and



You are a newly-hired employee who has never completed an online registration for an ADP User ID and password with any ADP product or service;

or



You are a newly-eligible participant for your company's 401(k) plan who has never registered for an ADP User ID and password with any other ADP product or service;

or



You are a current participant in your company's 401(k) plan who has not registered for an ADP User ID and password with any ADP product or service.

You do not need to use this guide if:



You are an employee or 401(k) participant who is already registered with an ADP User ID and password with any other ADP product or service.

Registering your retirement account

Securing your personal information and making it easier to manage your online retirement savings account are our priority.

Depending on the ADP products or services offered through your company, you will have access to all your ADP accounts with one User ID and password.

1 Let's get started.

Select **CREATE ACCOUNT** and chose either **FIND ME** or **I HAVE A REGISTRATION CODE** to proceed

2 Identify yourself.

Enter your **First name** and **Last name** and choose to enter either the **Last 4 Digits of SSN, EIN, or ITIN** or **Birth month and day**. Select the "Continue" button when complete.

A

Enter your Primary Contact Information, including Email address and Phone number. In the event you need to recover your account login information, this information can be used to identify you.

3 Final account creation

A few final steps are needed before your account is created:

1. Enter a password. Your password must be 8-64 characters long and contain letters, numbers and special characters.
2. Read and agree the **Employee Access Terms and Conditions** and check the box
3. Click on **CREATE YOUR ACCOUNT**

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Please Select

Answer 1

Question 2*

Please Select

Answer 2

Question 3*

Please Select

Answer 3

CONTINUE

4

Protect your account.

As an added layer of account protection be sure to **Select security questions and answers** from the options available. Select **CONTINUE**

Account created! Please sign in.

User ID: PPARTICIPANTE@WHC

Now sign into access and manage your accounts.

- MyADP
- ADP Portal
- ADP Marketplace
- 401K Services
- W2 Services

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store GET IT ON Google Play

5

Congratulations!

Your registration is now complete and you can start using your online retirement savings account.

Download the ADP Mobile Solutions App for quick and easy access to your retirement plan.



ADP also offers a mobile website for employees with unsupported devices. Visit <https://mobile.adp.com> or scan the QR code from your camera or QR code reader.



* If Mobile is enabled for other ADP products, additional features will be displayed on the dashboard.

Please note, the screens displayed in this document may not look the same when you access your account. They may appear differently depending if you have a single-sign-on account already established.

ADP, Inc. owns and operates the ADP participant websites and the ADP Mobile Solutions App.

Investment options are available through the applicable entity(ies) for each retirement product. Investment options in the "ADP Direct Products" are available through either ADP Broker-Dealer, Inc. (ADP BD), Member FINRA, an affiliate of ADP, Inc., One ADP Blvd, Roseland, NJ 07068 or (in the case of certain investments) ADP, Inc.. Only registered representatives of ADP BD may offer and sell ADP retirement products and services or speak to retirement plan features and/or investment options available in any ADP retirement products. Registered representatives of ADP BD do not offer investment, tax or legal advice to individuals. Please consult with your own advisors for such advice.

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