

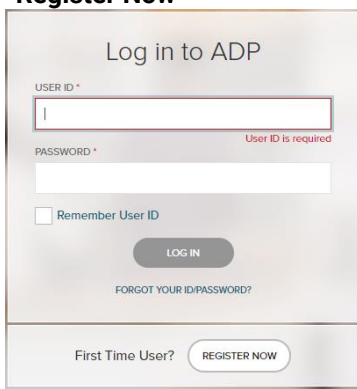
*Simon has partnered with ADP to provide employees with the option to receive pay statements online\* at no cost!*

**Advantages to enrolling in the MyADP online pay statement program:**

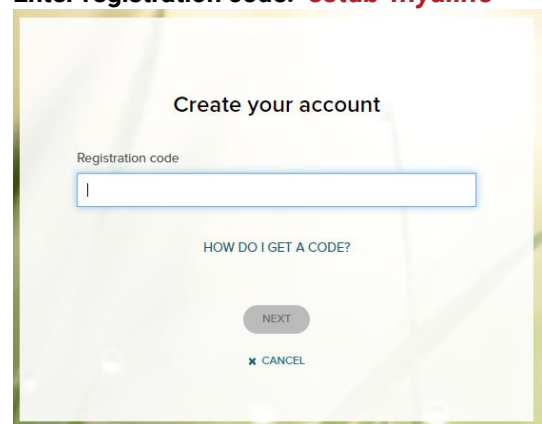
- Pay information is available immediately on payday (no more waiting for the postal service to deliver a paper statement)
- Information is stored securely, and employees can access electronic, printable copies of pay statements and W-2 information for up to 3 years
- Information can be accessed via the MyADP web portal, or via the free ADP mobile App on a smartphone or tablet

**To participate, contact a member of the payroll team to complete an Electronic Pay Statement Election form and follow the instructions below to register your account online:**

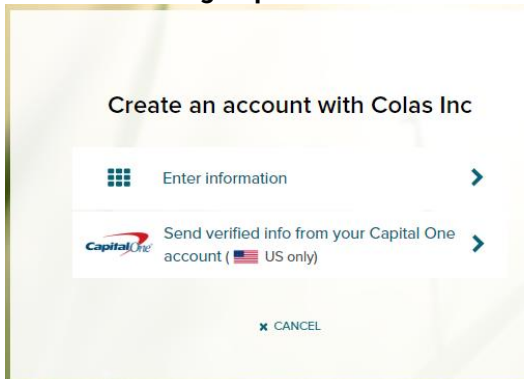
1. Visit: [www.myadp.com](http://www.myadp.com) and select "Register Now"



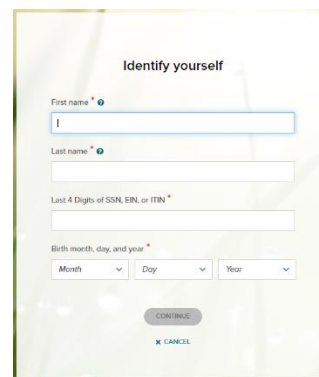
2. Enter registration code: **estub-myaline**



3. Select one of the two options to enroll under the Colas group



4. Enter your personal identification information



5. The system will auto-generate a User ID. Create and confirm a password. *Be sure to store your user ID and password in a safe place!*
6. Follow the prompts to complete registration. You must enter a valid email address to receive an activation code and registration confirmation. If you do not have a valid email address you can sign up for a free email address on the [www.myadp.com](http://www.myadp.com) home page.
7. Once registration is complete, log in at [www.myadp.com](http://www.myadp.com) using your new user ID and password.

*\*If you would like to receive paper paystubs via USPS mail, log on to [simonsays.team](http://simonsays.team), and elect the paper option.*

**Contact a member of the Payroll team for assistance:  
[payroll@simonteam.com](mailto:payroll@simonteam.com) | 307-772-3223 or 307-772-3224**