

Email Subject: Cha-ching... let's get your paycheck set up!  
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## Hello and Welcome to ADP TotalSource!

Your employer, <Company Name>, partnered with ADP TotalSource® because together we are on a mission to give you the best possible work-life experience. We're thrilled to be part of your journey! At <Company Name>, you're able to choose from the most competitive selection of benefit options and are given access to a world of perks – that's where we come in. There are just a few things you need to do to get started. Don't worry – it's simple.

Let's be honest – getting paid is probably one of the more important things on your to-do list. So, in order to make sure your first paycheck is accurate, including your direct deposit and tax withholdings, take a minute or two now to tackle the two steps below.

**Step 1:** Log in to ADP TotalSource, <https://adptotalsource.adp.com/> to get yourself set up. Registration is easy, and we're here to support you every step of the way. You will only need to register once, using your company registration code here: <Client Registration Code>. Select "First Time User," and from there you should clearly see a place to enter the Client Registration Code. If you need assistance during your setup, we're happy to help. Just give us a call at 844-448-0325.

**Step 2:** Download the ADP Mobile Solutions app to your cell phone. Just like the online site, the app lets you check pay statements, view your selected benefits coverage, and more. It's easy to use, available on all devices, and can be downloaded from your app store at any time.

## We're Here for You

We know getting started can feel overwhelming. Please know if you have any questions we're always here with answers. All you need to do is call your MyLife Advisor. Alongside your employer, we'll be with you every step of the way.

- Visit the website to start your journey: <https://adptotalsource.adp.com>
- Call a MyLife Advisor at 844-448-0325 or email [MyLifeAdvisor@adp.com](mailto:MyLifeAdvisor@adp.com)

Conecte con un asesor de MyLife ahora:  
Siempre disponible, amable y sin límite de número de llamadas.  
De lunes a viernes, de 8:00 h a 23:30 h, hora del Este  
Asistencia en inglés o español

Thank you!  
ADP TotalSource