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PAYROLL ANNOUNCEMENT

Our new payroll web site is here! It provides you with convenient access to your personal and pay information as well as up-to-date company information. Please go to <https://portal.adp.com> and register today!

Your Registration Pass Code is: **AlmcOE-Ref** (required for registration). It is case sensitive.

On our Company Intranet you can:

- View and update your personal information such as address and phone numbers. You can also view and update your emergency contacts and dependent information.
- View your pay statements and annual statements. You can also view and update your filing status (W4), as well as access financial calculators.
- View your attendance and paid time off information.
- Access company news, announcements, policies and more.

We are very excited about the value that our new company website will provide you. Register today!

AlmcOE will NO LONGER send you a paper copy of your pay stub. It is important that all employees enroll. If you do not have an email address, you may obtain free email via Google or Yahoo.

If you have questions, please feel free to contact me.

Sincerely,

Carol

214-381-2113 ext 105