

NEED HELP GETTING TO YOUR ACCOUNT?



Always Designing
for People®



The ADP TotalSource® Retirement Savings Plan (the “Plan”) is a great way to prepare for your financial future. Log in to your account today to take advantage of tools and resources that will help you plan for tomorrow. You can access information about your account such as your statements, fund performance, transaction history and alerts, as well as financial education and investment updates. You can also take advantage of myOrangeMoney®, an interactive educational online experience to help you estimate savings scenarios and make sure you’re on track for the future you envision.

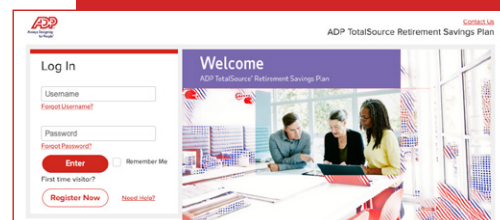
There are a few different ways you can access your account. Follow the instructions to track your savings on your road to retirement.

1. SINGLE SIGN-ON TO VOYA THROUGH THE ADP SITE

- Login to your ADP TotalSource account.
- Navigate to the “Myself” menu at the top of the page. Under the “Benefits” section, click on “ADPTS Retirement Savings Plan Voya Financial.”
- Once you have been redirected to the Voya site, you will be prompted to create a username and password.
- Once you have created your account credentials, you can use them to access your account directly through the Voya site or through the Voya Retire Mobile app in the future.

2. LOGIN DIRECTLY THROUGH THE VOYA SITE

- Navigate to adptotalsource.voya.com on your browser.
- If you have previously registered, use the username and password you created to login. You can use the “forgot your username?” or “forgot your password?” links to reset either or both.
- If you have not previously registered, click **Register Now** and follow the steps on the next page.
- On the Welcome screen, enter your Social Security number, date of birth, first and last name, then click Continue. Or if you already have a PIN, simply click “I have a PIN.”
- If you have email information on file with Voya, you will receive a one-time verification code. Enter the code and click “Verify.”
- If you do not have an email on file, Voya will attempt identification via SMS Verification by sending a verification code to your mobile phone. If Voya is unable to verify your identification, follow the prompts to have a PIN mailed to your address of record. It may take 5-7 days to receive your PIN.
- Once you have your PIN, restart the process to “Register Now,” but select the “I have a PIN” option. Enter your PIN, Social Security number and date of birth, then click “Continue.”



2. LOGIN DIRECTLY THROUGH THE VOYA SITE *continued...*

- h. Create a unique username and password for ongoing access to the website and click "Continue." Your login credentials will also be used for the Voya Retire mobile app.
- i. Provide your mobile number or an alternate email address to ensure the security of your account. We will use this for the future recovery of your username or password, as needed, or if you login using a computer or device that is not recognized.

Hint! To keep your information secure, please avoid writing down your login credentials. Don't allow social networking sites to memorize this information and never put them in an email.

3. ACCESS YOUR ACCOUNT ON THE GO

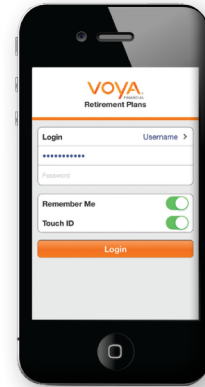
Visit the Apple App Store or Google Play Store to download one (or both!) of these apps which allow you to check your balance, perform account transactions and much more on your smartphone:



**THE VOYA RETIRE
MOBILE APP**



**THE ADP MOBILE
SOLUTIONS APP**



4. ACCESS YOUR ACCOUNT BY PHONE

Dial **(855) 646-7549** to reach the Automated Voice Response System. You can access your account by phone 24 hours a day, seven days a week. Keep in mind when calling, you may need your PIN. If you're calling and have lost or misplaced your PIN, request a PIN reminder through the automated system or hold for a Customer Service Associate.

You may also access the following over the phone:

- Account balance
- Loans
- Investments
- Contributions and fund elections
- Plan information



Questions?

After calling **(855) 646-7549** just press 0 and a Customer Service Associate can help you. They're available Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time.