

Opting Out of Automatic Enrollment



What You Need to Know

Automatic enrollment is a feature of the ADP TotalSource Retirement Savings Plan (the “Plan”) that helps you start saving for retirement without having to take any action. If you are eligible, a portion of your paycheck is automatically contributed to your Plan account unless you choose to opt out.

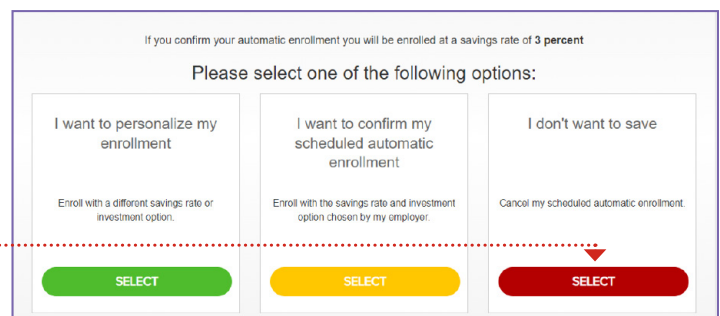
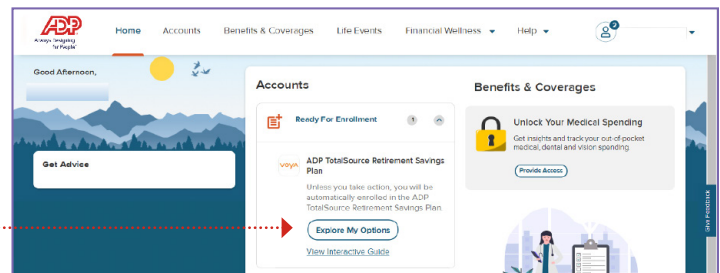
Opting Out of Auto Enrollment Before the Deadline

Prior to being automatically enrolled in the Plan, you will receive several notices about the Plan and the automatic enrollment provision via email and/or mailed to your home address. These notices will contain your “opt out date” – which is the date by which you must take action if you do not want to be auto enrolled.

To opt out of the Plan online before your deadline:

1. **Log in** to your Plan account. There are several options to get there - refer to this [Account Access Flyer](#) to find the one that works best for you.
2. On the Dashboard Home page, click “Explore My Options”.
3. Click the red “Select” button in the “I don’t want to save” box, then follow the simple instructions on the screen.

If you decide you want to start contributing to the Plan in the future, you can update your contributions at any time by making a new election on the website or by calling the Plan Service Center at (855) 646-7549.



Questions?

Contribution change requests can be processed through adptotalsource.voya.com or by calling the Plan Service Center at **(855) 646-7549**. Simply press 0 to speak to a Customer Service Associate. They're available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (excluding New York Stock Exchange holidays).