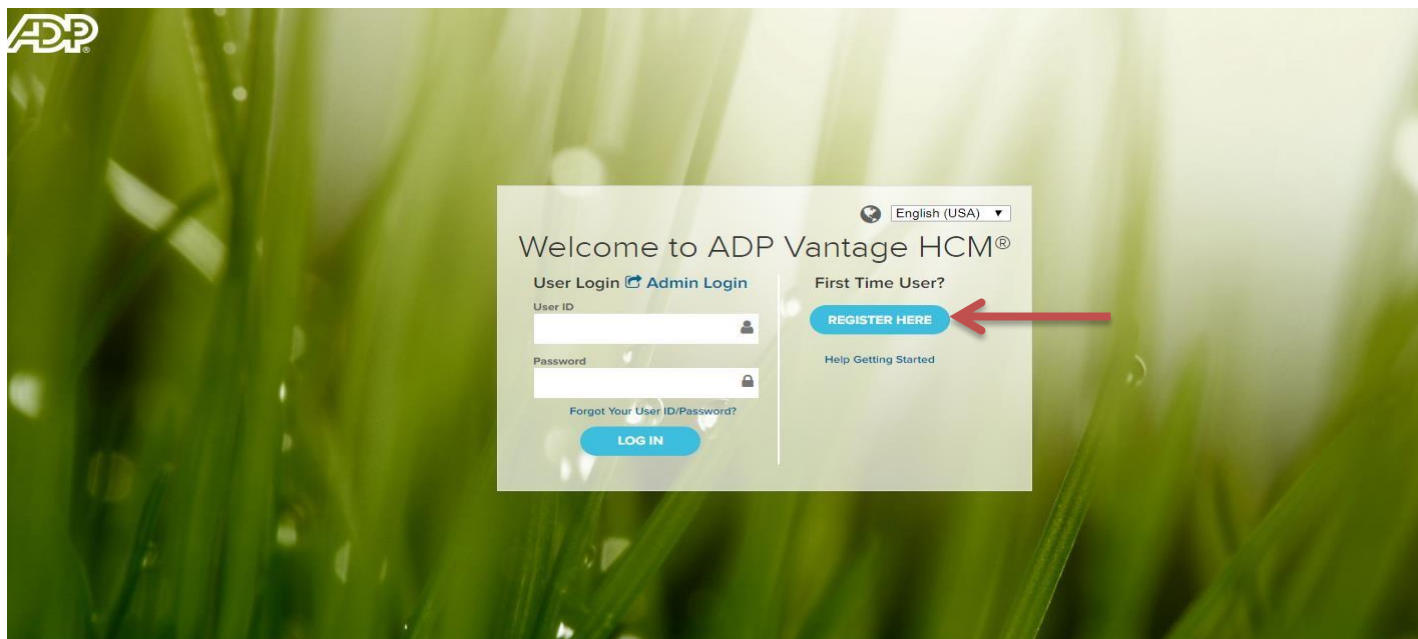
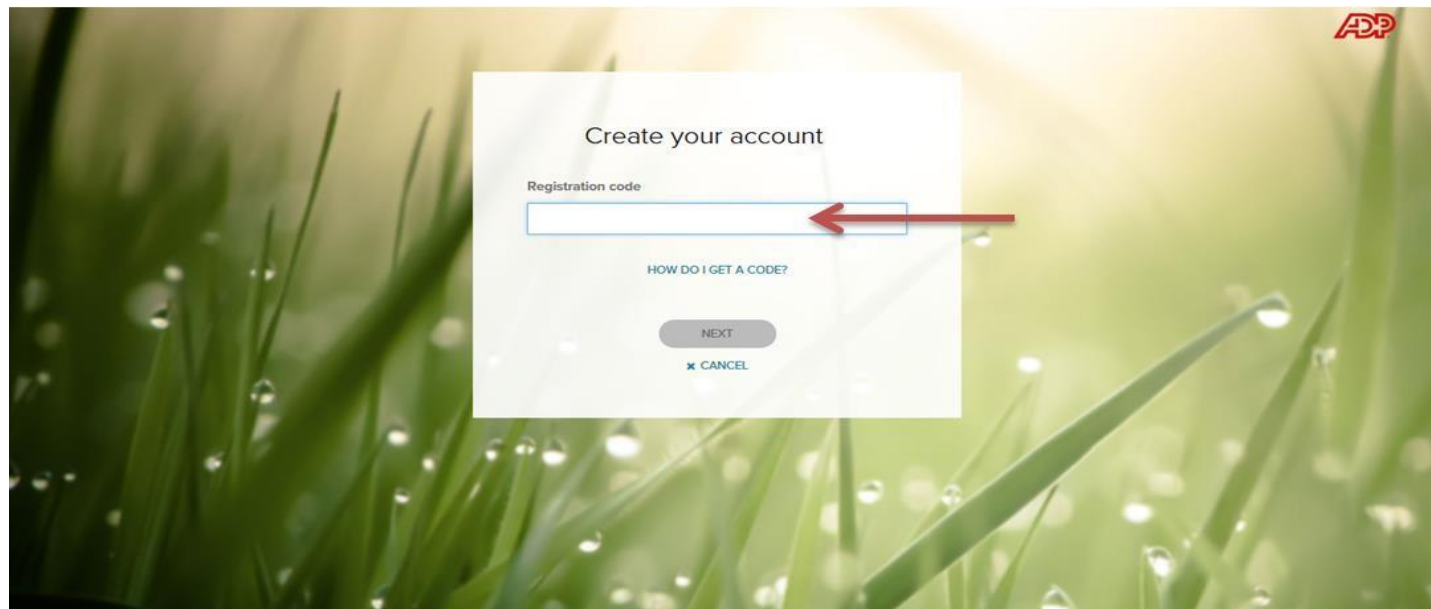


ADP Vantage Registration Instructions for ESS Users

1. Go to the ADP Vantage HCM login page <https://adpvantage.adp.com>

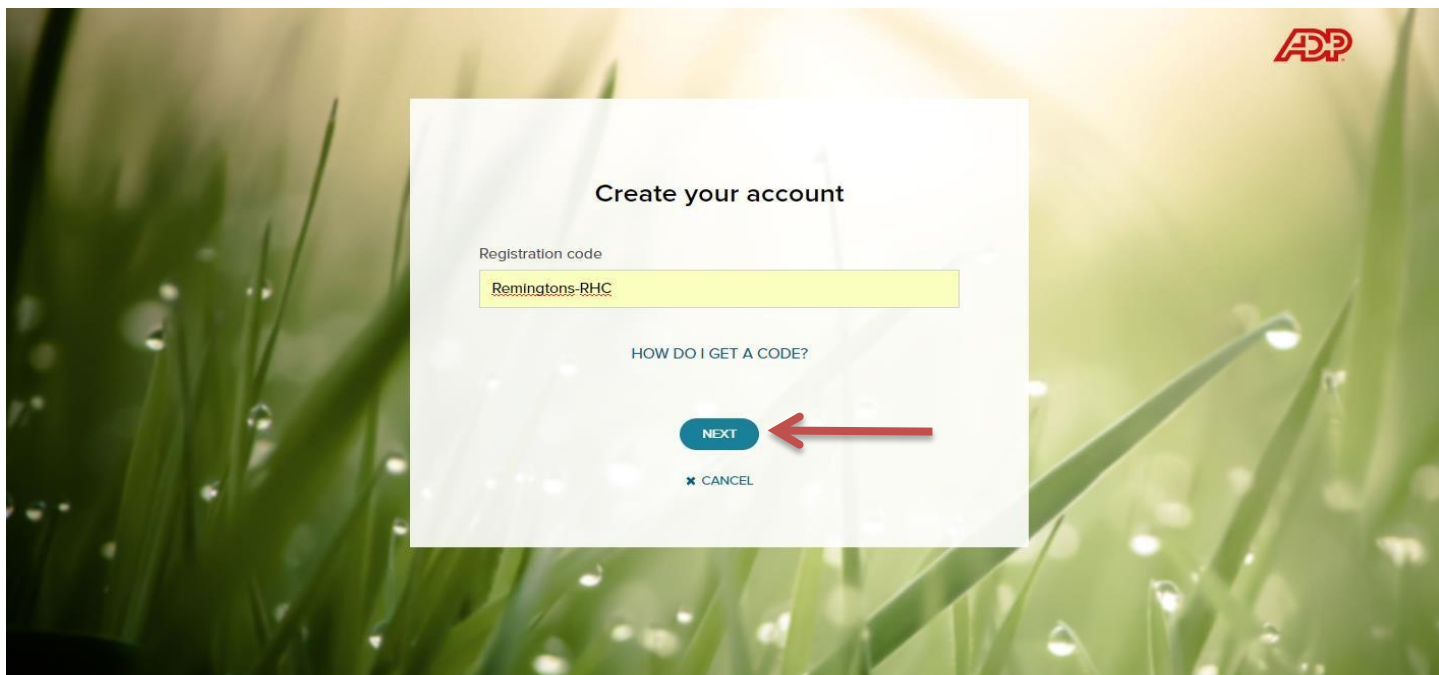


2. Under "First Time User?" Click "Register Here."

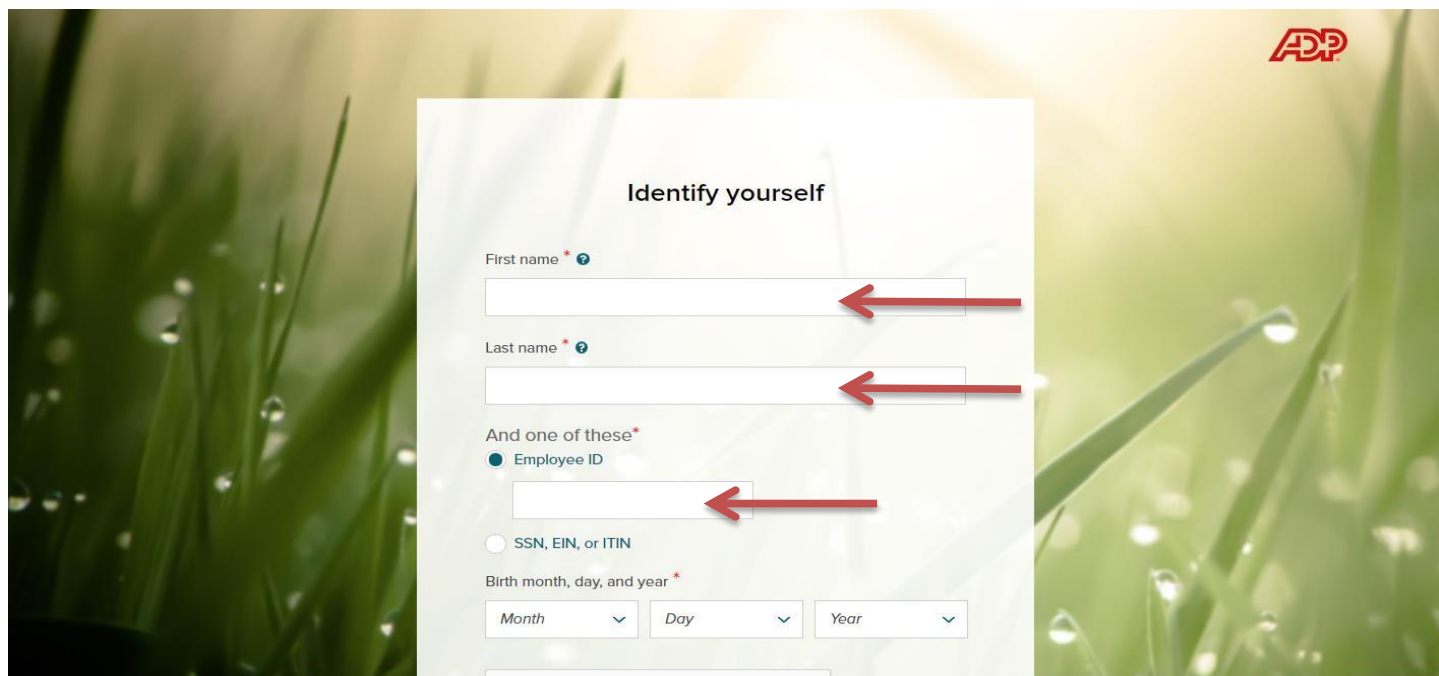


3. Enter the company specific registration code of: Remingtons-RHC

ADP Vantage Registration Instructions for ESS Users



4. Click "Next."



5. Enter "First Name"
6. Enter "Last Name"
7. Enter "Employee ID" **(If you do not know your Employee ID, skip to step 8)**

ADP Vantage Registration Instructions for ESS Users

Identify yourself

First name *

Austin

Last name *

Pinchback - Test

And one of these*

Employee ID

SSN, EIN, or ITIN

Birth month, day, and year *

Month Day Year

I'm not a robot

8. **If you did not enter your Employee ID in step 7:**

Enter your entire social security number.

Identify yourself

First name *

Austin

Last name *

Pinchback - Test

And one of these*

Employee ID

SSN, EIN, or ITIN

.....

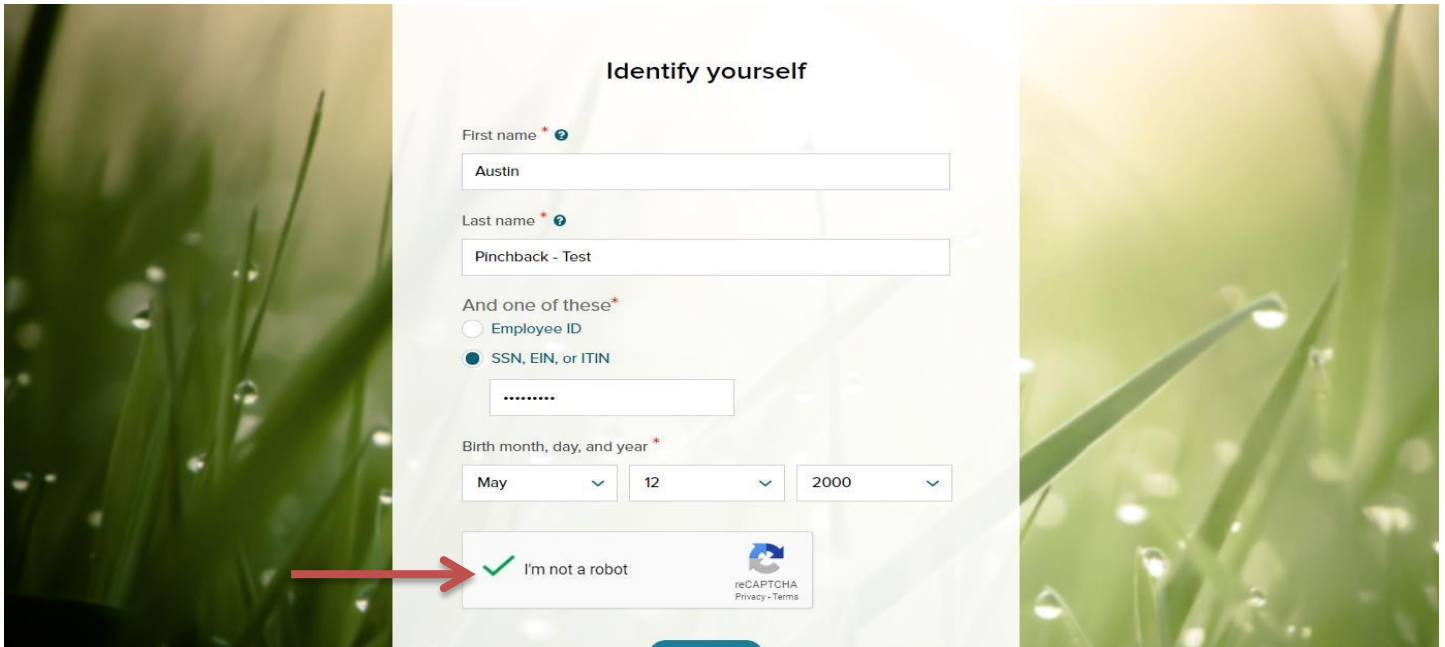
Birth month, day, and year *

May 12 2000

I'm not a robot

9. Enter "Birth Month, Day and Year"

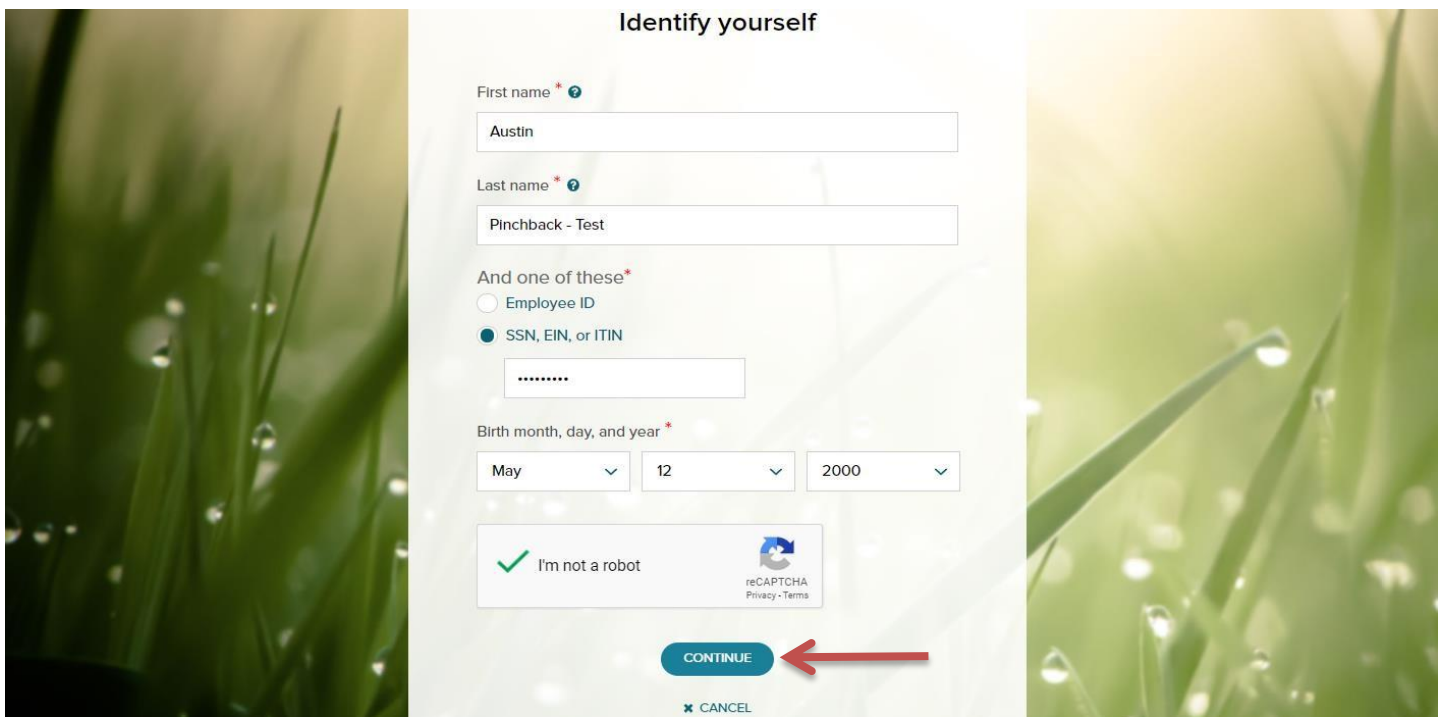
ADP Vantage Registration Instructions for ESS Users



The screenshot shows the 'Identify yourself' registration form. The form includes the following fields and options:

- First name: Austin
- Last name: Pinchback - Test
- And one of these:
 - Employee ID
 - SSN, EIN, or ITIN
- Birth month, day, and year: May, 12, 2000
- A red arrow points to the 'I'm not a robot' checkbox, which is checked.
- A reCAPTCHA logo is visible to the right of the checkbox.

10. Click "I'm not a robot"



The screenshot shows the 'Identify yourself' registration form, identical to the previous one, but with a red arrow pointing to the 'CONTINUE' button at the bottom center. The 'I'm not a robot' checkbox remains checked.

11. Click "Continue"

ADP Vantage Registration Instructions for ESS Users

ADP

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*
Work ▼ austinpinchback@remingtonhotels.com

Phone*
Personal, Mobile ▼ +1

Backup Contact Information Add additional email/phone where you can be reached.

Email
Personal ▼ austinpinchback@gmail.com

Phone
Work, Mobile ▼ +1

12. Verify "Work email address"
13. Enter or Verify "Personal, Mobile Phone Number"
14. Verify "Personal Email Address"
15. Enter or Verify "Work, Mobile Phone Number"

Email*
Work ▼ austinpinchback@remingtonhotels.com

Phone*
Personal, Mobile ▼ +19728324656

It's OK to text me about my account!

Yes No

Backup Contact Information Add additional email/phone where you can be reached.

Email
Personal ▼ austinpinchback@gmail.com

Phone
Work, Mobile ▼ +19727789481

It's OK to text me about my account!

Yes No

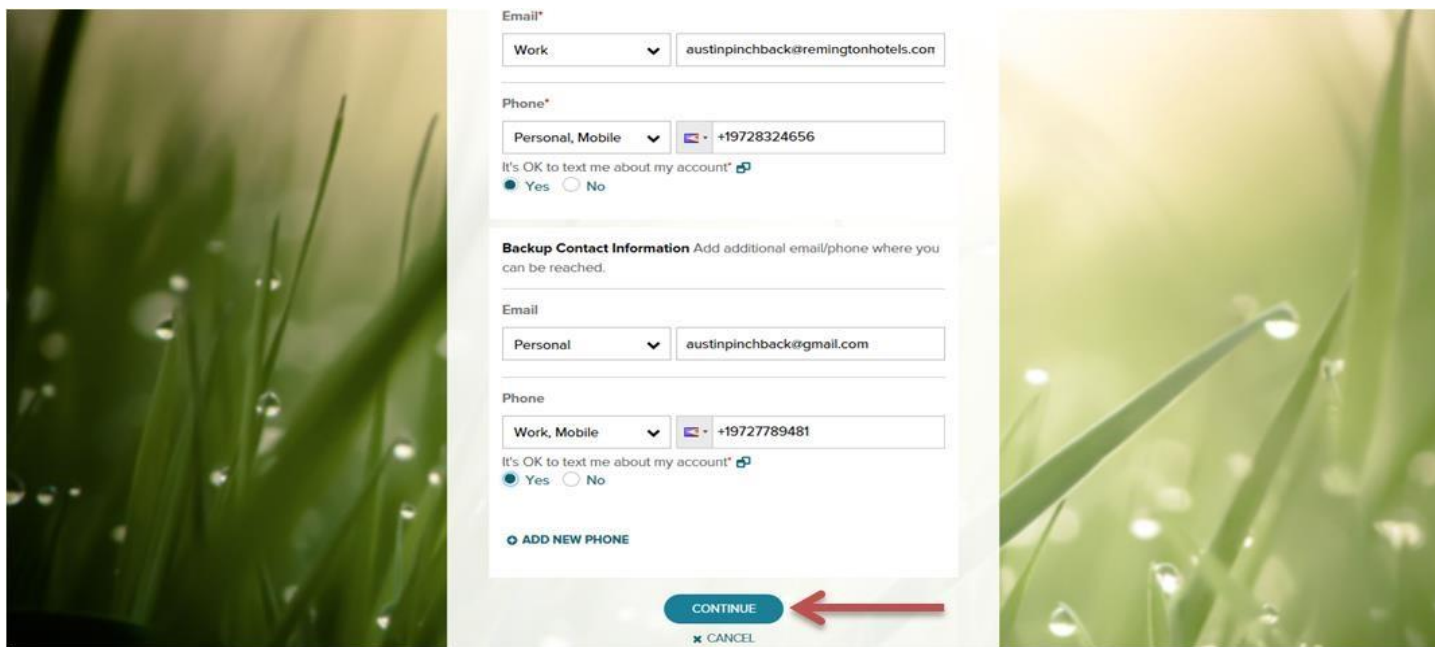
[+ ADD NEW PHONE](#)

CONTINUE

CANCEL

16. Under "Personal, Mobile Phone", click either "Yes" or "No" to the question "It's OK to text me about my account."
17. Under "Work, Mobile Phone", click either "Yes" or "No" to the question "It's OK to text me about my account."
18. Click "+ Add New Phone" if you would like to add additional contact phone numbers.

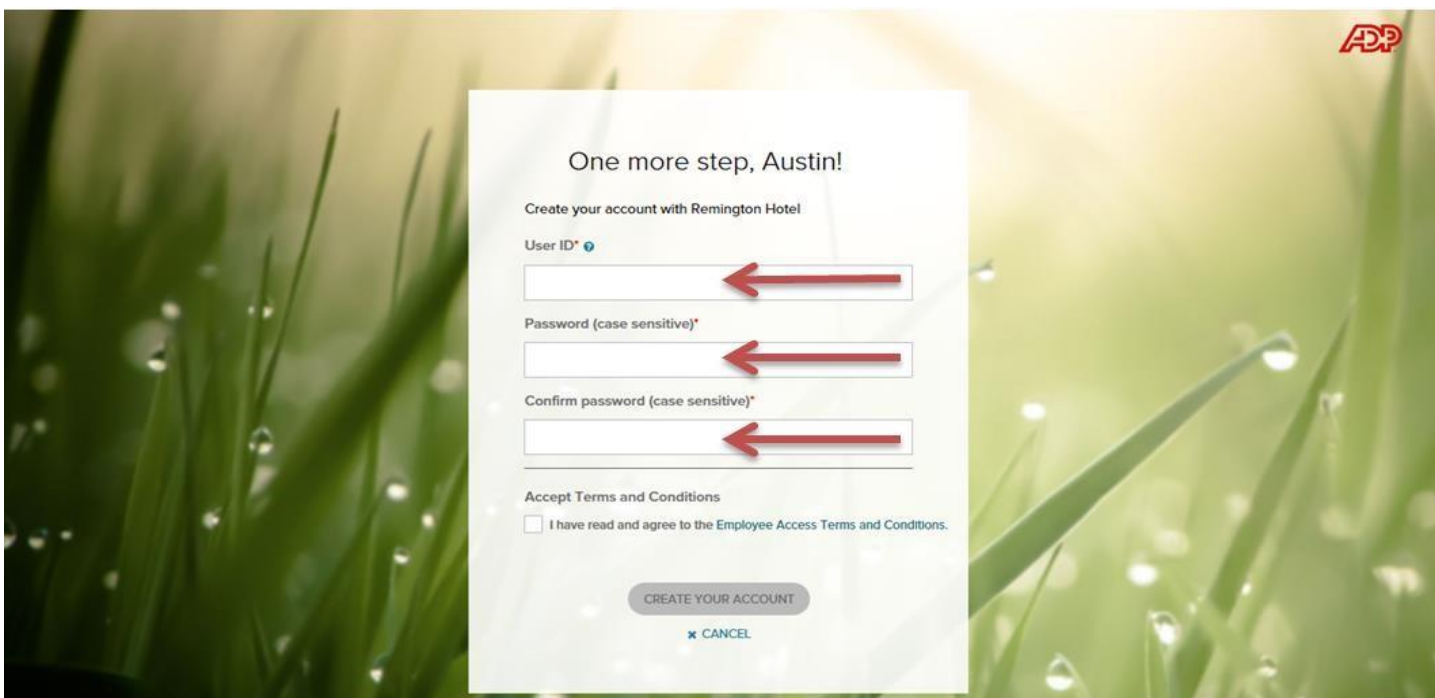
ADP Vantage Registration Instructions for ESS Users



The screenshot shows a registration form with the following fields and options:

- Email***: Work (dropdown), austinpinchback@remingtonhotels.com (text input)
- Phone***: Personal, Mobile (dropdown), +19728324656 (text input)
- It's OK to text me about my account* Yes No
- Backup Contact Information** Add additional email/phone where you can be reached.
- Email**: Personal (dropdown), austinpinchback@gmail.com (text input)
- Phone**: Work, Mobile (dropdown), +19727789481 (text input)
- It's OK to text me about my account* Yes No
- [ADD NEW PHONE](#)
- CONTINUE** (button) with a red arrow pointing to it.
- [CANCEL](#) (button)

19. Click "Continue"



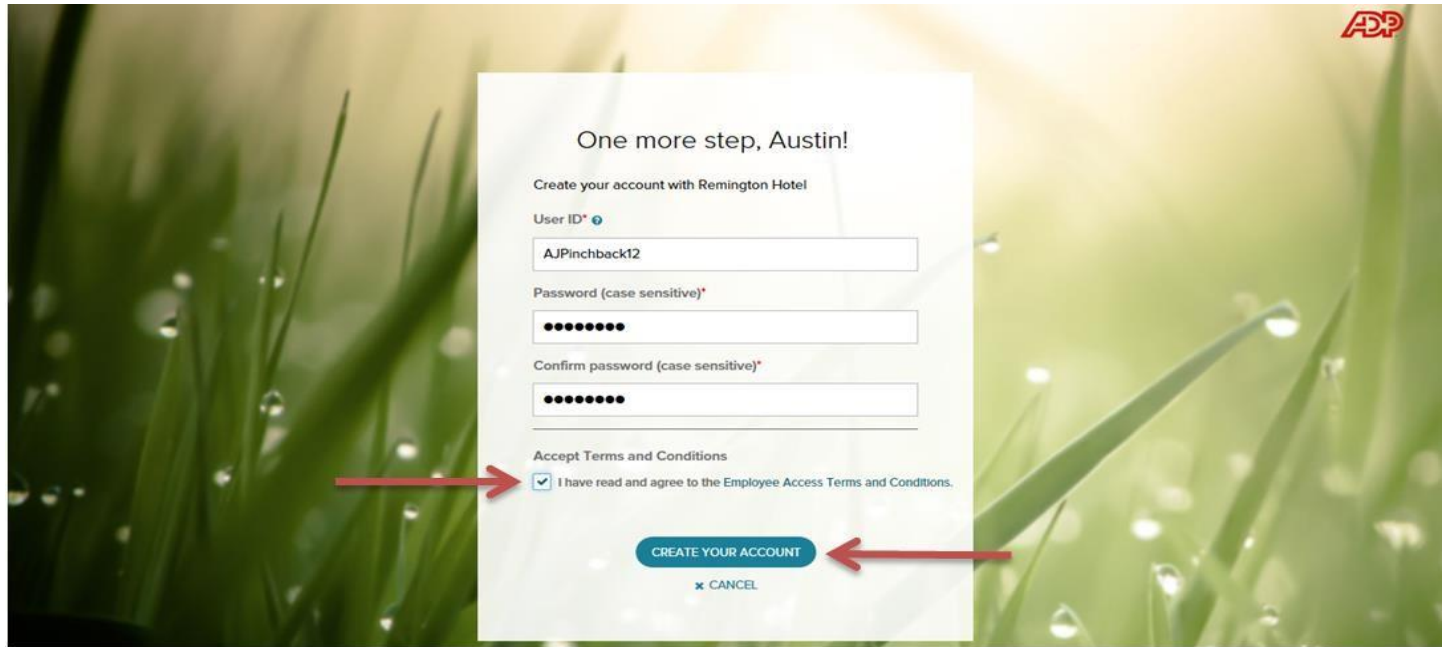
The screenshot shows the 'One more step, Austin!' screen with the following fields and options:

- One more step, Austin!**
- Create your account with Remington Hotel
- User ID*** with a red arrow pointing to the input field.
- Password (case sensitive)*** with a red arrow pointing to the input field.
- Confirm password (case sensitive)*** with a red arrow pointing to the input field.
- Accept Terms and Conditions**
 I have read and agree to the Employee Access Terms and Conditions.
- CREATE YOUR ACCOUNT** (button)
- [CANCEL](#) (button)

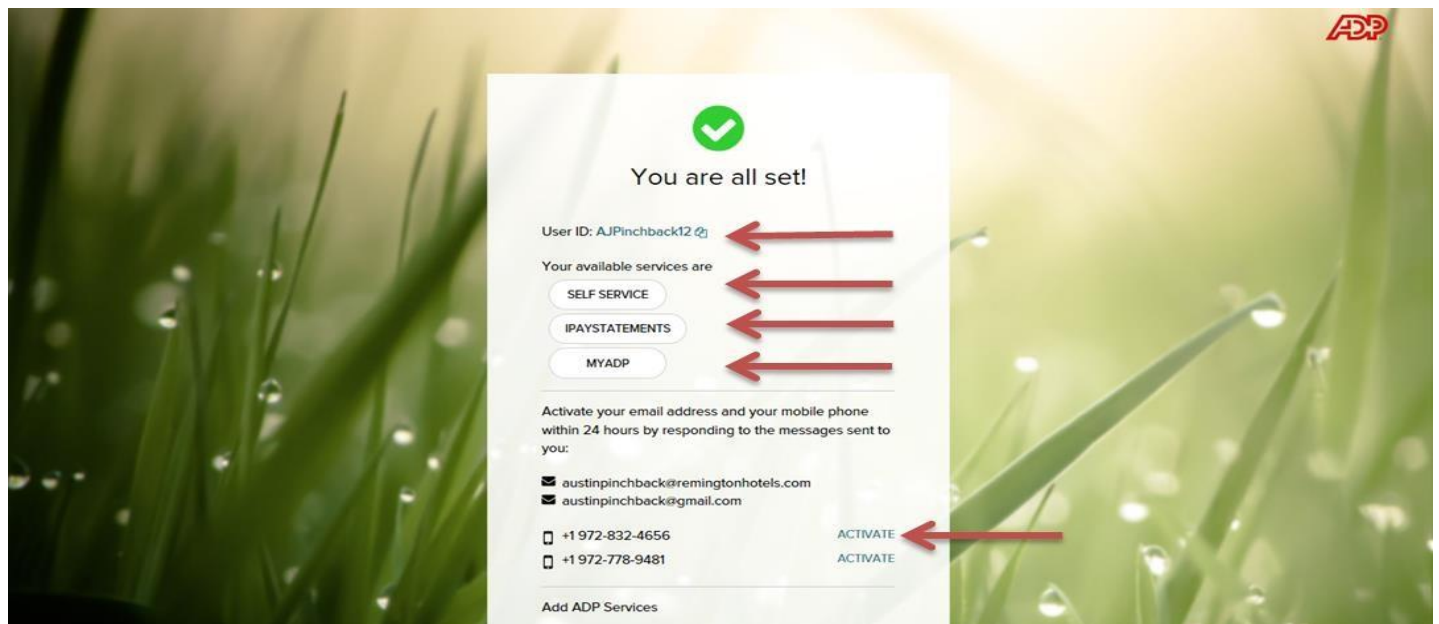
20. Select a user name – you may enter any appropriate, and easy to remember, user name (e.g., your email address, first initial and last name, etc.)

21. Select password

ADP Vantage Registration Instructions for ESS Users



22. Click the box to acknowledge "I have read and agree to the Employee Access Terms and Conditions."
23. Click "Create your account."



24. Please make note of your "User ID".
25. Notice your available services. This person has access to "Self-Service", "iPay Statements" and "My ADP".
26. Activate your phone numbers and/or email addresses as needed.