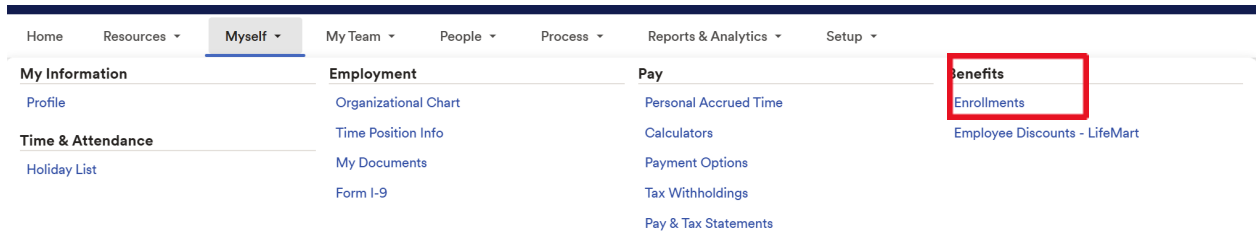


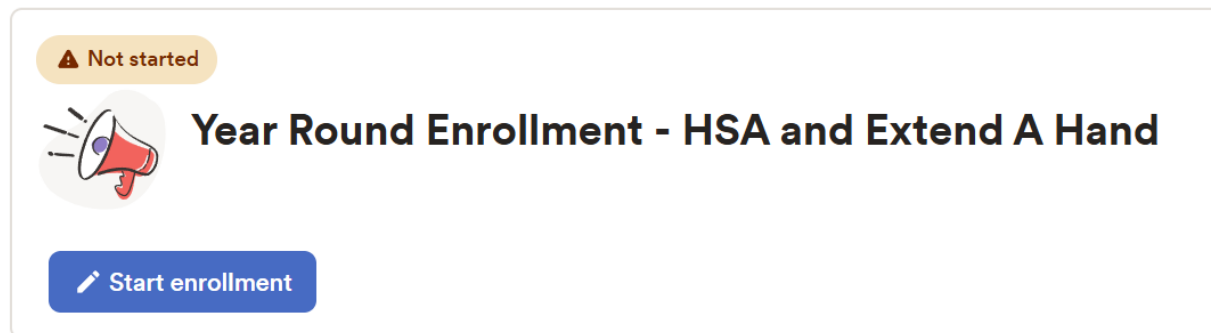
eXtend a Hand sign up instructions

- Log into ADP at ww.workforcenow.adp.com
- Go to the Myself tab and choose Enrollments under the Benefits section



- The top section allows enrollments into HSA and Extend a Hand

Enrollments



- Click Start enrollment
- Click the Next button on the first 3 screens
- Under the Other heading there will be a box that allows you to enroll in Extend a Hand. Click the Edit button.
- Fill out the information in the boxes and save
- If your selection is completed by the Friday prior to a pay date, it will come out of that pay date. If completed after, it will start coming out the next pay date.