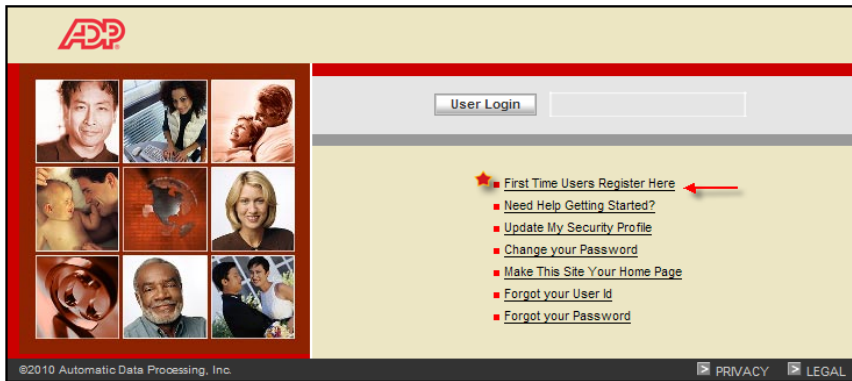
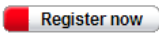


FIRST TIME USERS:

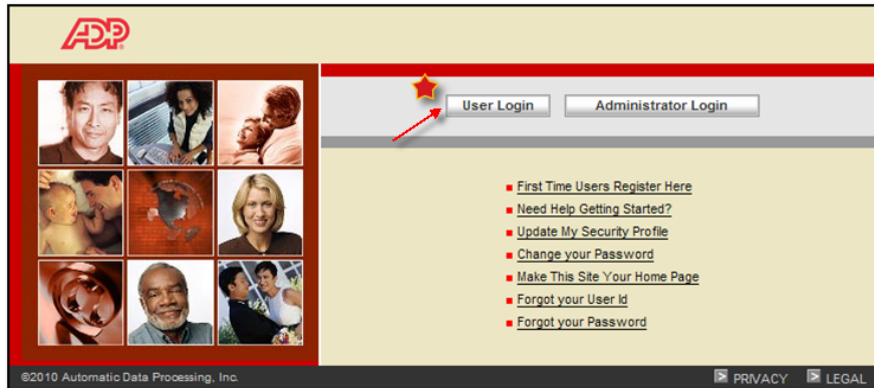
- Log on to register at <https://portal.adp.com>
- Select "First Time Users Register Here".



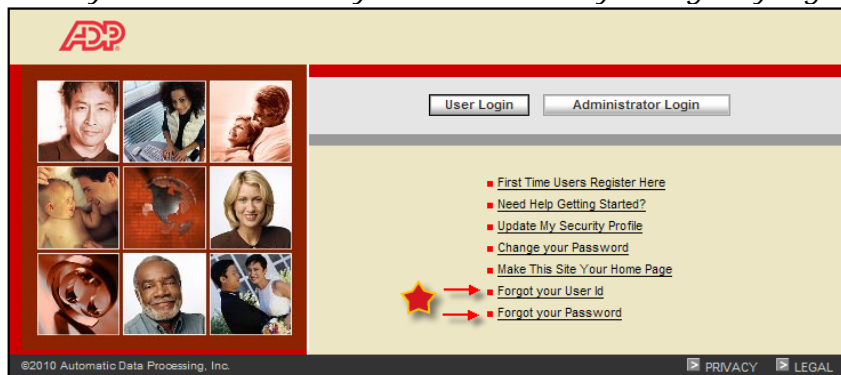
- Click the "Register Now" Button 
- Enter your registration pass code which is VALASSIS-PAY.
- Complete the requested information, First and Last Name - make certain you are using your legal name - the one which is printed on your paychecks. (I.e. if you go by Tom, but your legal name is Thomas, use Thomas for your verification).
- Social Security Number.
- Birth Month and Day.
- Click "Next".
- Complete the security information
- Your User ID will consist of your First Initial, Last Name and the company ID, such as JSmith@valassis. This is not case-sensitive. **Please note this is not a ".com" address.** You will receive an error if you add ".com" to your user ID.
- You then will be able to create your own password. Keep in mind that your password must be at least 8 characters in length and include at least 1 letter and either 1 number or 1 special character. Once you have done this, click the "Submit" button. A thank you message will appear and you will then be able to logon to ADP Services.
- If you have difficulty registering, the ADP Service Center is available to help. Their phone number is 877-482-4236

FOR CURRENT USERS - *If you have used **ADP Self-Service** in the past to go on-line and view check stubs or W-2's, you are already an ADP iPay User and should follow these steps:*

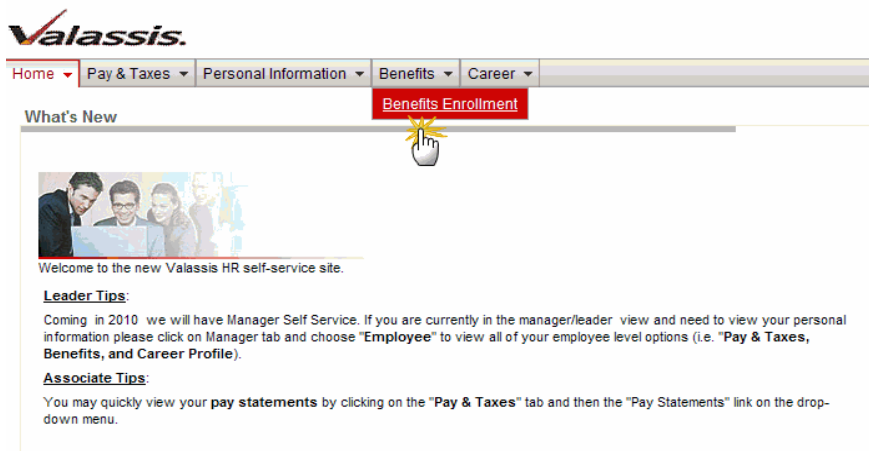
- Log on to <https://portal.adp.com>.
- Select "User Login".



- Enter your ADP user ID and password and click "OK".
- *If you do not remember your user ID and/or password, click on the "Forgot your User ID" or "Forgot your Password" link and you will be prompted to enter some security information which you entered when you originally registered.*



- Select 'Benefits Enrollment' from the 'Benefits Menu'



- You can then log on and start using Benefit Enrollment by either going to:
-<https://portal.adp.com> or
-www.valassisbenefits.com
- If you have difficulty registering, the ADP Service Center is available to help. Their phone number is 1-877-482-4236.