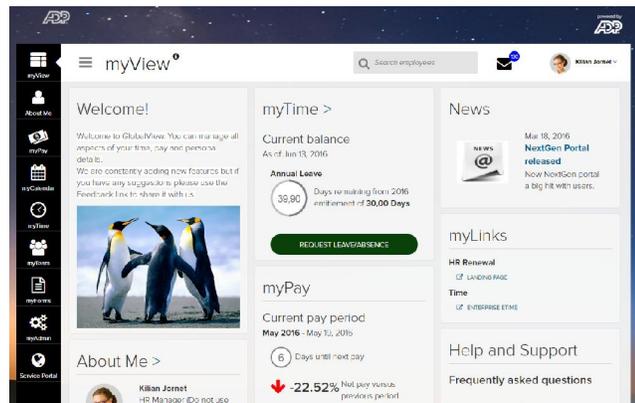


Going Mobile with MyView Mobile App

Initial Registration

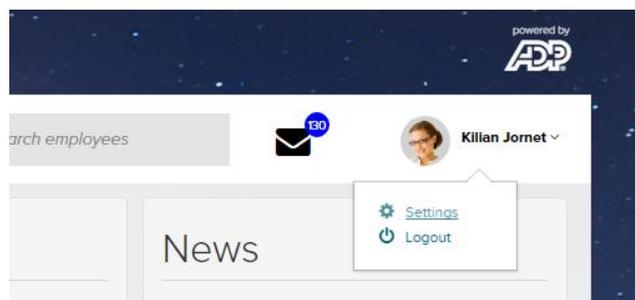
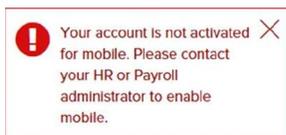
This simple guide for end-users explains the steps required for an employee to connect to GlobalView *MyView* via mobile.

1. Log on to the *MyView* portal



2. Go to **Settings** and look for the **Go Mobile** tile.

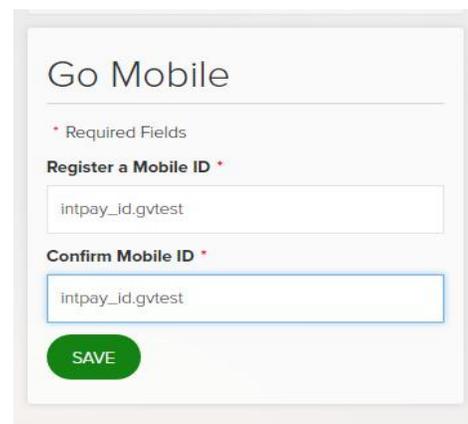
If you receive this error: Disregard and continue next step.



3. Enter/create your **Mobile ID** twice to ensure accuracy.

If your Mobile ID defaults to your e-mail address it may be used or you can choose another ID but it will be validated by the system for duplicates.

If you have DEFAULT@GM.COM you must create new Mobile ID.

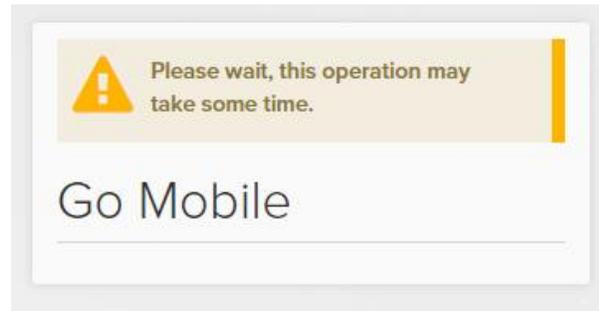


Your mobile ID must meet the following conditions:

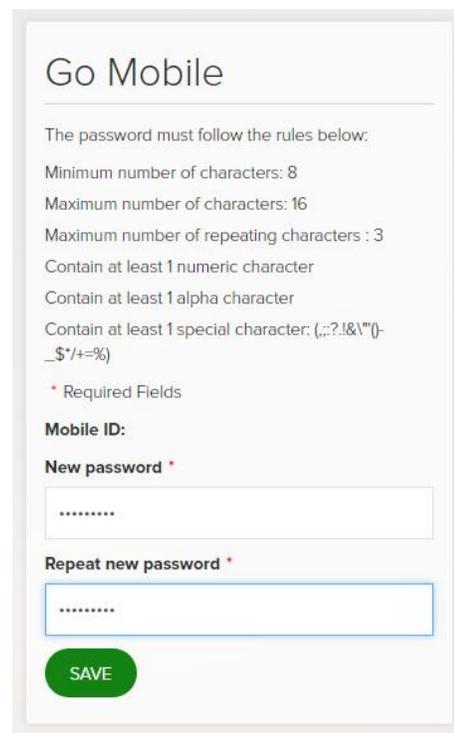
- Maximum length: 241 characters.
- It can only support the following characters: letters, digits 0-9, sign(@), period(.), dash(-) or underscore(_).



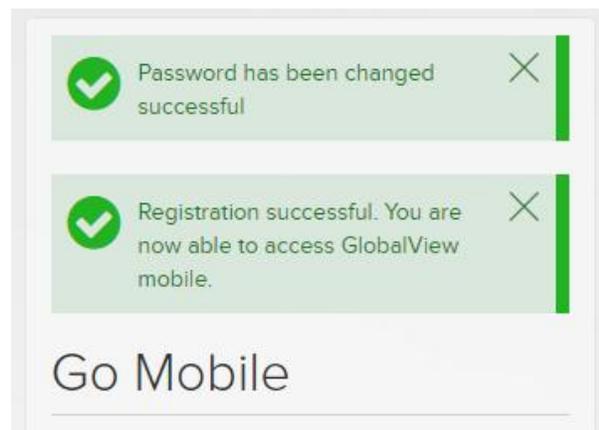
4. Do not leave the application while registering (follow the instruction given by the message).



5. After successful ID selection, enter a **New password** which has to meet the following conditions:



6. Successful completion of the registration process is confirmed by a message.





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Downloading the App

You can skip the **Download App** step if you have already downloaded the ADP Mobile App but you must use your **newly** created **Mobile ID** to view your pay slips.

Once you have registered your mobile ID online, you can download the **ADP Mobile Solutions** app for free from the Apple App Store (for iPhones), Google Play Store (for Android phone devices).

You can also access the mobile service directly on the following link <http://mobile.adp.com> via the browser of your iPhone, Windows phone, Android or Blackberry device.



First Logon on Mobile

1. Access the mobile service and enter your **User ID**, which is identical to the **Mobile ID** set previously in the portal.

The screenshot shows the ADP mobile login interface. At the top is the ADP logo. Below it is a text input field labeled 'User ID'. Underneath the field is a checkbox labeled 'Save My User ID'. A blue button labeled 'Next' is positioned below the checkbox. At the bottom of the screen, there is a link that says 'Forgotten User ID?'.

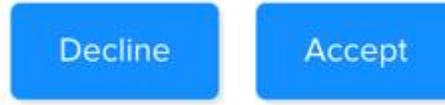
2. Enter your **password**.

The screenshot shows the ADP mobile login interface for password entry. At the top left is a back arrow icon, followed by the ADP logo. Below the logo is the text 'TESTGVMOBPR2.GVTEST'. Underneath is a text input field labeled 'Password'. A blue button labeled 'Login' is positioned below the field. At the bottom of the screen, there is a link that says 'Forgotten Password?'.



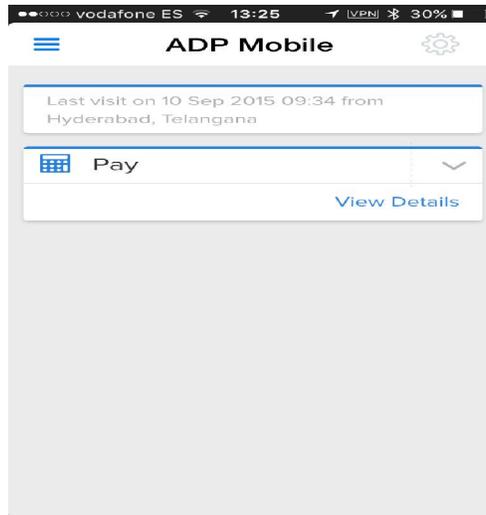
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3. Click **Accept** to agree to the terms of use.



4. You have arrived at the mobile Springboard.
Congratulations – you are now mobile!

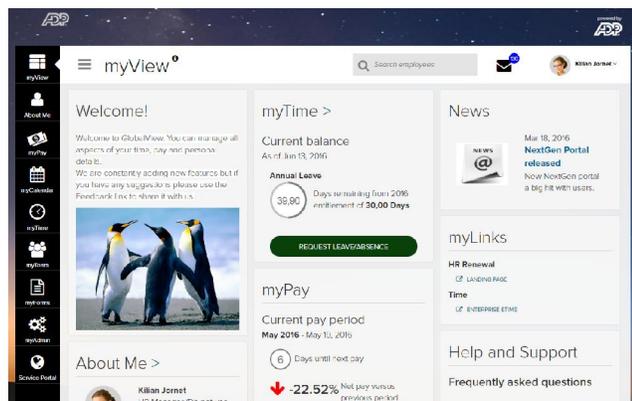
5. Tap the **Pay** icon to access and see your available payslips



Password Changes

The following section describes the necessary steps to change the Password for the Mobile User.

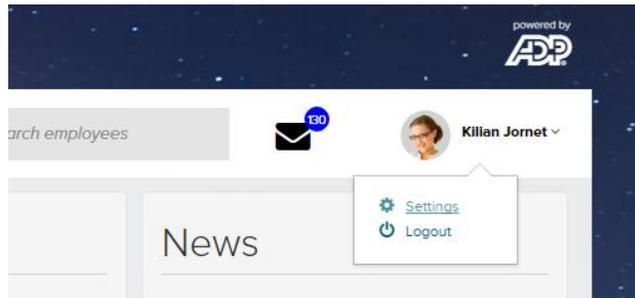
1. Log on to the **MyView** portal.





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2. Go to **Settings** and look for the **Go Mobile** tile.



3. Enter the New password twice.

Note: The previous password for mobile is not requested as you have already entered a password to access MyView Portal.

Go Mobile

The password must follow the rules below:

- Minimum number of characters: 8
- Maximum number of characters: 16
- Maximum number of repeating characters : 3
- Contain at least 1 numeric character
- Contain at least 1 alpha character
- Contain at least 1 special character; (:;?!&\'")-_\$*/+=%)

* Required Fields

Mobile ID:

New password *

.....

Repeat new password *

.....

SAVE

4. A successful password reset is confirmed by a message

