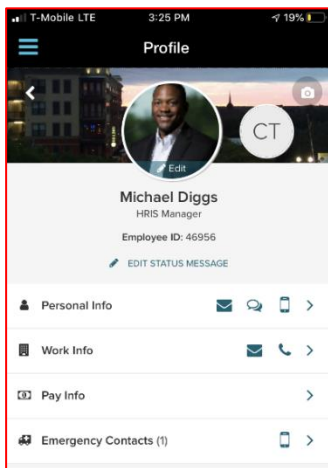
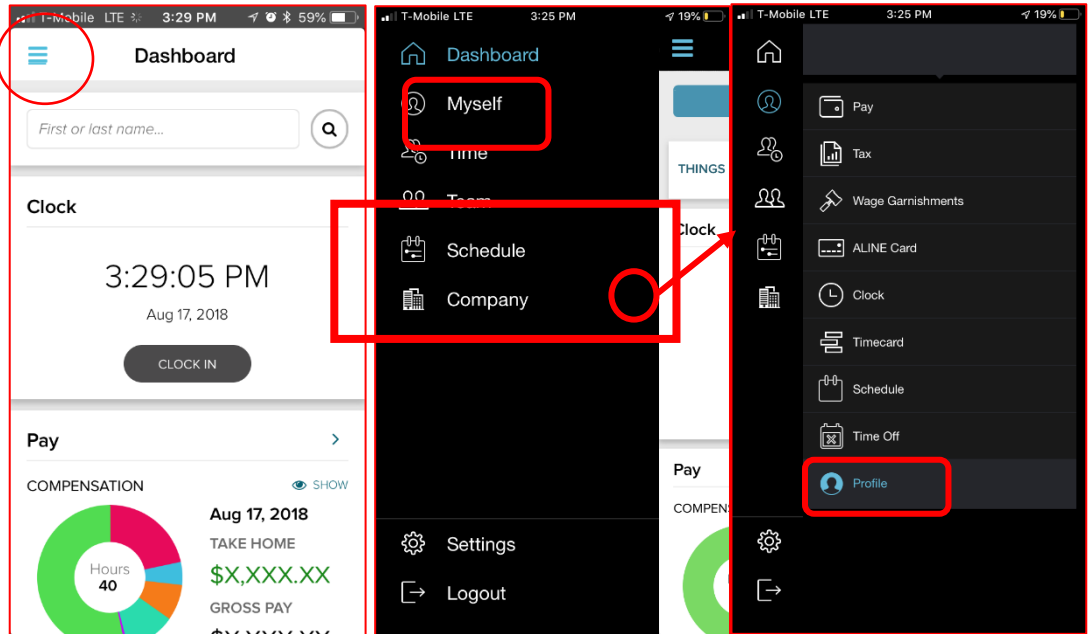


1. View profile and update

To view our personal profile click the menu in the top left corner of the app (3 blue lines) > Click "Myself" > Click "Profile".



Once within your profile you have access to:

- Add an image, background image, and a status message for all to see.
- View/Edit personal information (Legal/Mailing Address, Preferred Name, Personal E-mail, Home/Mobile phone number, Ethnicity, Marital Status, Disability Status, Highest Education Level, and Military Status & Classification)*
- View work related HR info (Status, EEID, Job Title, Pay Classification, Department, Work location, Manager, Etc.)
- View limited pay/compensation information
- View/Edit emergency contacts

*SSN and Birth date are viewable only. If update is need, please reach out to HR Operations (HumanResources@ServiceKing.com)

NOTE: The screenshots within this job-aid came from an Apple iPhone version 7. The ADP Mobile App may have a slightly different look and feel on an Android phone and other iPhone versions. The ADP Mobile App is not available for Windows phones.