

ADP TOTALSOURCE, INC. HEALTH AND WELFARE PLAN

ELECTRONIC DISCLOSURE STATEMENT

As a participant in the ADP TotalSource, Inc. Health and Welfare Plan (the “Plan”) you are entitled to receive certain documents required by the Employee Retirement Income Security Act (“ERISA”). With your consent, ADP TotalSource, Inc., the Plan Sponsor, can provide you with these documents electronically (as described below) in lieu of paper documents. The following documents may be provided to you through electronic means:

- Summary Plan Description (SPD);
- Summary Annual Report (SAR);
- required Summaries of Material Modifications (SMMs); and
- applicable Benefit Summaries.

Electronic Delivery Method to be Used: With the exception of the benefits enrollment form these documents will be furnished to you as PDF documents on the My TotalSource website at mytotalsource.adp.com. All documents will be in **Adobe**. To access the documents, you must have (1) a computer with Internet access; and (2) the application **Adobe 1.0** or higher installed on your computer allowing you to open and read the documents. To retain a copy of the document for future reference, you must be able to either (1) print a copy on a printer attached to the computer; or (2) save a copy in electronic form onto a backup system external to your computer’s hard drive. The benefits enrollment form will be provided as an online enrollment page within the My TotalSource website.

If any of these requirements change such that the change creates a material risk that you will no longer be able to access and retain electronically transmitted documents, ADP TotalSource will notify you and request that you provide another consent for receiving documents electronically.

What You Must Do: To receive documents electronically, you must do the following:

1. Check off the “Consent to receive electronic communications” option during the registration process. You may also confirm your desire to receive documents electronically by sending an email to totalsource_gogreen@adp.com or by calling the Employee Service Center at (844) 448-0325. You may withdraw this consent at any time by contacting the Employee Service Center at (844) 448-0325 or by email at MyTS@adp.com. If you send an e-mail, please indicate in the message that you would like to withdraw your consent for Electronic Disclosure and include your full name, address and phone number where you can be contacted.
2. Provide us with an e-mail address to which notifications and electronic disclosures can be sent. To update your e-mail address, you may change it by updating your profile within the MySelf / Personal Information / Personal Profile tab, then under Contacts on My TotalSource (mytotalsource.adp.com) or you may notify ADP TotalSource, Inc. by contacting the Employee Service Center at (844) 448-0325 or by email at MyTS@adp.com.

Your Right to a Paper Copy: You have a right to request and obtain a paper version of any electronically transmitted document at no charge. Please contact the Employee Service Center at (844) 448-0325 or by email at MyTS@adp.com to request a paper copy.