

## **ADP TOTALSOURCE, INC. HEALTH AND WELFARE PLAN ELECTRONIC DISCLOSURE ACKNOWLEDGEMENT**

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). By providing your acknowledgement you consent to receiving the documents described herein by electronic means at the email address specified in your personal profile on My TotalSource ([www.mytotalsource.com](http://www.mytotalsource.com)).

ADP TotalSource, Inc., the Plan Sponsor, may provide you with these documents electronically (as described below). The following documents could be provided to you through electronic means:

- Employee Benefits Enrollment Form;
- Summary Plan Description (SPD);
- Summary Annual Report (SAR);
- any required Summaries of Material Modifications (SMMs); and
- any 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 Web site at [www.mytotalsource.com](http://www.mytotalsource.com). All documents will be in **Adobe**. The benefits enrollment form will be provided as an online enrollment page within the MyTotalSource web site.

**To Update Your E-Mail Address:** I understand that if my email changes, I must notify ADP TotalSource, Inc. by updating my profile within the **HR** tab on My TotalSource ([www.mytotalsource.com](http://www.mytotalsource.com)), by calling the Employee Service Center at (800) 554-1802 or by email at [esc@adp.com](mailto:esc@adp.com).

**To Opt-Out of Electronic Delivery:** I understand that I can withdraw this consent at any time by opting out on My TotalSource ([www.mytotalsource.com](http://www.mytotalsource.com)) or by contacting the Employee Service Center at (800) 554-1802 or by email at [esc@adp.com](mailto:esc@adp.com). On My TotalSource, click on the *Setup* option, then *Benefits Settings* under *Preferences*. Select the “Benefits Paperless Opt-Out” option and click Save.

**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 (800) 554-1802 or by email at [esc@adp.com](mailto:esc@adp.com) to request a paper copy.