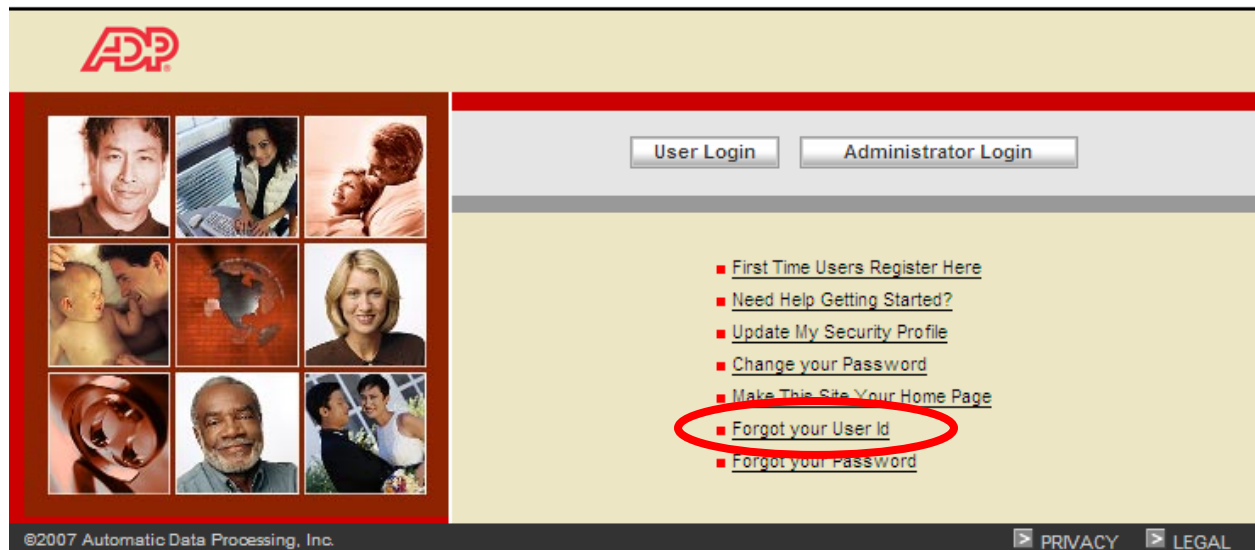


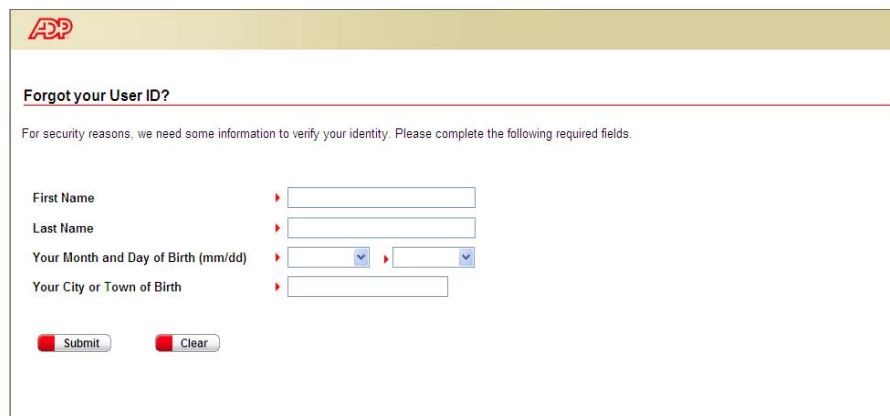
Forgot Your User Id?

In most cases, the ADP User Id standard is the first initial of your first name and your last name followed by @usg (example: jsmith@usg)

Access the ADP Log In page and click on **Forgot your User Id**.



You will be prompted to enter your name, birth date, city of birth, and answer one or both of the questions you selected during registration.

A screenshot of the 'Forgot your User ID?' form on the ADP website. The form title is 'Forgot your User ID?'. Below the title is a note: 'For security reasons, we need some information to verify your identity. Please complete the following required fields.' The form contains four input fields: 'First Name' (text box), 'Last Name' (text box), 'Your Month and Day of Birth (mm/dd)' (two dropdown menus), and 'Your City or Town of Birth' (text box). At the bottom of the form are two buttons: 'Submit' and 'Clear'.

After your User Id is revealed, you will be given the opportunity to change your password.
