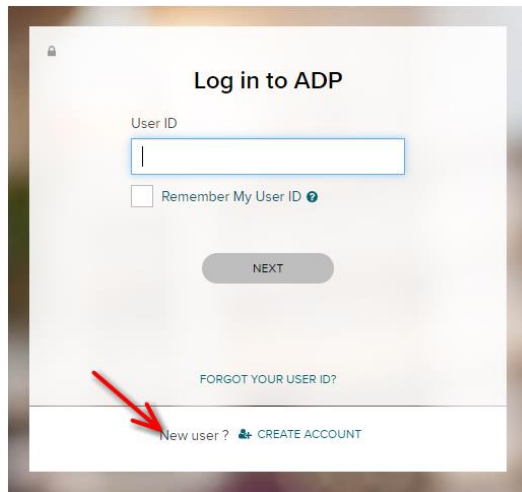
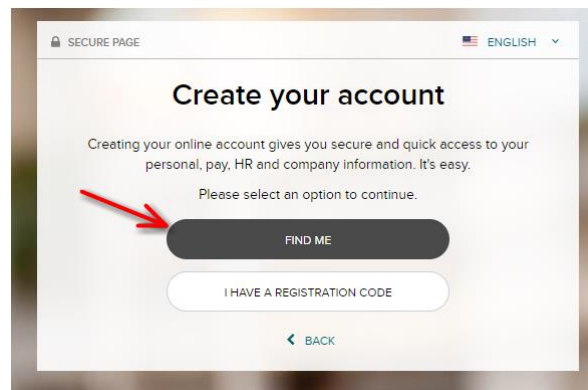


To set up your account on <https://my.adp.com> to view your W-2:

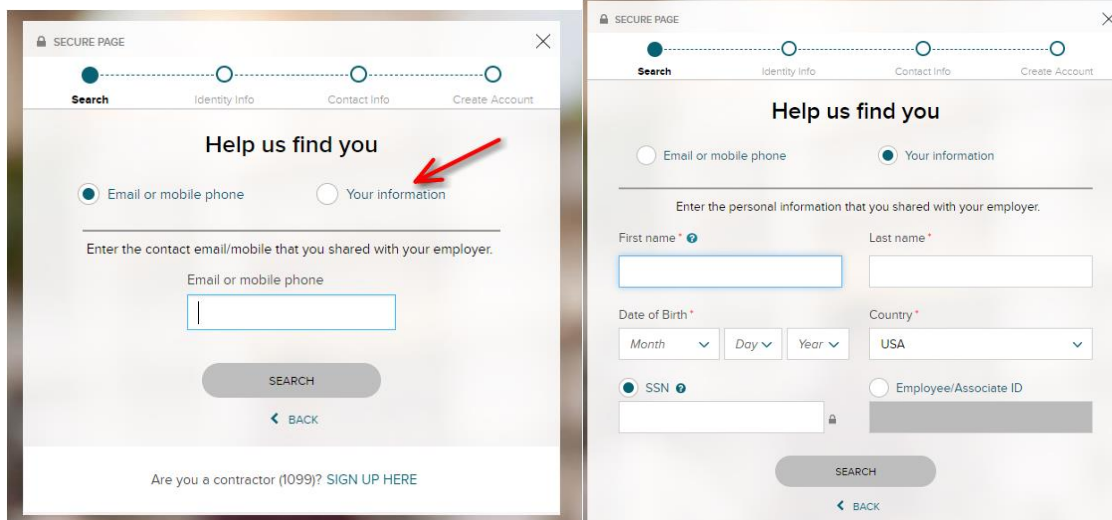
- Click 'Create Account'



- Click 'Find Me'



- On the 'Help us find you' page, click 'Your Information' and enter your Name, DOB, and SSN and hit 'Search'



- You will be asked where you'd like them to send an authorization code.

SECURE PAGE

Search Identity Info Contact Info Create Account

We found you, **Shane**

Let's create your **Occidental Petroleum** account.
Select an option to verify your identity.

Send me an email
d...@...>

Verify me using my mobile number
(US only)>

- Enter the verification code received:

SECURE PAGE

Search Identity Info Contact Info Create Account

Enter verification code

We emailed a code to d...@...
This code is valid for 15 minutes.

Verification Code

CONTINUE

BACK

Didn't receive a code? [REQUEST A NEW CODE](#)

- Enter a contact email and phone #.
 - o You may not be able to change the Email type from 'work' but you can change the email address if one is listed.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: Search, Identity Info, Contact Info (current), and Create Account. The main heading is 'Help us protect your account'. Below this, there are two sections: 'Primary Contact Information' and 'Backup Contact Information'. The 'Primary' section has an 'Email*' dropdown set to 'Work' and a text input field. The 'Phone*' section has a dropdown set to 'Personal, Mobile', a country code dropdown set to '+1', and a text input field. The 'Backup' section has an 'Email' dropdown set to 'Personal' and a text input field. Below this, there is another 'Phone' section with a dropdown set to 'Work, Mobile', a country code dropdown set to '+1', and a text input field. At the bottom of the form is a button labeled 'ADD NEW PHONE' and a 'CONTINUE' button.

- A user id will be created.
 - o You will then be asked to create a password. Accept the Terms and Conditions and click 'Create Your Account' to complete the process.

The screenshot shows the 'SECURE PAGE' with the progress bar now showing the 'Create Account' step as complete. The main heading is 'One more step, [blurred]'. Below this, it says 'Let's set up the login information for your account with **Occidental Petroleum**'. The 'Your UserId:' field shows '[blurred]@OCT1'. There are two password fields: 'Create Password *' and 'Confirm Password *'. Below the password fields, there is a checkbox for 'Accept Terms and Conditions' with the text 'I have read and agree to the Employee Access Terms and Conditions.' At the bottom is a button labeled 'CREATE YOUR ACCOUNT'.