



October 8th, 2019

Dear SMG employee:

In our continued efforts to maintain and improve upon our high sustainability standards, we will be eliminating paper earnings statements (paystubs) effective 11/01/2019. Don't worry – you will still be able to access all of your current and historical earnings statements via MyADP (website or mobile app) any time of day, anywhere you have internet access. Included with this letter are instructions on how to register for MyADP so that you maintain access to your paystubs. Thank you for your assistance in helping us reduce our environmental impact and as always, please contact the payroll department should you have any questions.

Thanks,

SMG Payroll
(303) 228-8000

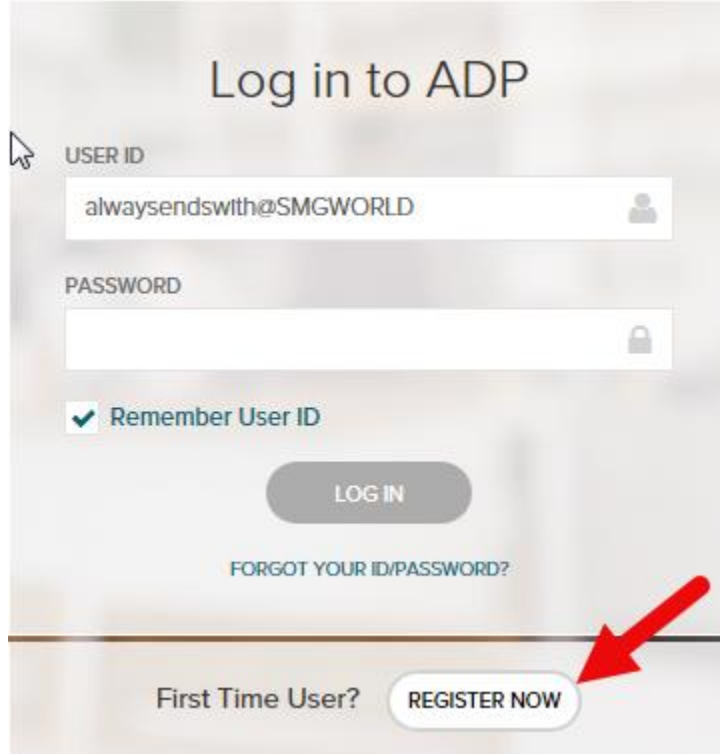


Dear SMG Staff Member:

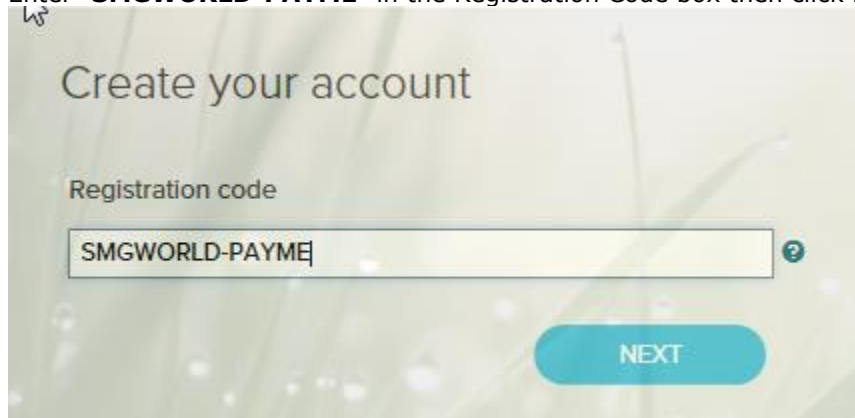
We are pleased to offer you myadp.com account, a benefit for SMG employees. Through ADP, our payroll provider, we are able to offer you access to your earnings statements 24 hours per day, 7 days a week.

How to Register on MYADP.com

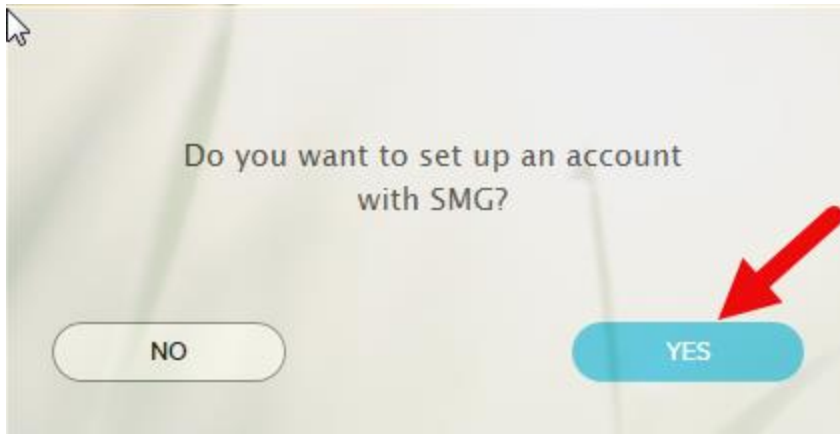
Go to MyADP.com (via the APP on your mobile device, or online from your work PC), then click Register Now:



Enter "**SMGWORLD-PAYME**" in the Registration Code box then click Next



Click YES



If you don't know your Employee ID, select "SSN,EIN, or ITIN" and enter your SSN; then choose your birth month and day, and finally click the box to confirm you aren't a bot:

A screenshot of a web form titled "Identify yourself". The form has several sections: "First name*" and "Last name*" input fields; a section titled "And at least one of these *" with two radio buttons: "Employee ID" (selected) and "SSN, EIN, or ITIN" (indicated by a red arrow); "Birth month and day*" section with "Month" and "Day" dropdown menus; a "HELP" link; and a reCAPTCHA "I'm not a robot" checkbox with a "reCAPTCHA Privacy - Terms" link.

- Click Confirm
- Follow the prompts to complete security info
- Congratulations, you're now registered with a MyADP account – keep going to activate paperless statements!

We hope you enjoy this feature and we appreciate the opportunity to provide you with an exciting way of viewing your pay information.

Sincerely yours,

SMG Payroll Department