GETTING PAID

WE OFFER YOU THREE EASY WAYS TO GET PAID:

Direct Deposit Program – This option allows us to deposit your weekly pay directly into a bank account of your choosing. If you would like to enroll in this program please simply complete a direct deposit form, attach a voided check and return to your Onsite Representative.

Aline Pay Card Solution - This option will allow us to deposit your weekly pay onto the industry-leading payroll card. This will be your default payment method if you do not select either the Direct Deposit program or the Aline Check programs. Everyone is given an Aline Pay Card, and it is important to hold onto this card. You may not be placed on an assignment for several weeks, but when you are placed on an assignment this will be your default payment method if you have not enrolled in the Direct Deposit or Aline Check programs. Also, please do not activate this card until your first scheduled payday.

Aline Check – This option will allow you to issue yourself a payroll check. To use these checks you will need to call the number on your check for authorization to issue the check. These checks will need to be authorized on or before the date that you present the check for cashing. These authorizations must be acquired by 12:00pm EST Monday – Friday. Also, you must allow 2 hours after obtaining authorization before trying to cash the check. If you have trouble cashing the check after obtaining authorization, please call the toll-free number on the front of the check.

IT’S EASY TO REGISTER FOR YOUR FREE ADP MOBILE APP:

Once you download the free ADP Mobile Solutions App for your ALINE Card by ADPSM, follow these simple steps to register.

1. Go to mobile.adp.com/security and click on the “I need a user ID” link on the home page. Enter registration code: IntegrityS-online.
2. Begin registration by providing the requested information to verify your identity.
3. You will be given a User ID and asked to select and confirm a password.
4. Select three security questions/answers.
5. Enter an email address, as well as your phone number (optional).
6. You will receive an activation code via email and must enter that code. You will then receive an email confirming that you have completed your registration.
7. Once you login, click on “Paycard” to access your account information.

Please note: If you already have a User ID and password for the ADP Mobile App, you do not need to register again. The Paycard Icon will be displayed to you upon log-in.

For more information visit adp.com/mobilesolutions/employee

*ADP Mobile Solutions App is available for Apple iPhone users at the app store. For all other smartphones, please direct your internet browser to mobile.adp.com to access the mobile features. Not all iPhone app features will be available on the mobile web version. iPhone, iPad and iTouch are registered trademarks of Apple, Inc.
THE ALINE CARD - THE BETTER WAY TO GET YOUR PAY AND MANAGE YOUR MONEY

The Aline Card by ADPSM is a pay card that makes every payday a faster, easier experience for you. Your employer offered the Aline Card as an option for how you get paid, in addition to direct deposit into your bank account and Aline Check. When you opt in, you’ll receive your personalized Aline Card in the mail. All you have to do is activate the card and you can begin using it right away. Besides being a better way to receive your pay, the Aline Card also gives you more options for managing your money and simplifying your life.

GET YOUR PAY INSTANTLY ON PAYDAY
If you choose the Aline Card, your pay will be direct deposited electronically onto your card by your employer every payday, so it’s instantly available to you on that day. That means, for example, that you can withdraw money surcharge-free from an ATM on payday.

SAVE TIME AND CUT OUT HASSLES
Since your money is deposited directly onto your Aline Card, you don’t have to come into work to pick up your paycheck when you’re sick, on vacation or taking a day off. Plus you can:
• Pay bills online or by phone, which means you don’t have to stand in line and pay fees.
• Make purchases at millions of locations worldwide wherever Visa Prepaid cards are accepted
• Get cash back at the register at many retail locations
• Pay by check with Aline Check by ADPSM where checks are not accepted
• Access cash at over 60,000 ATMs, including Allpoint, MoneyPass, PNC Bank locations nationwide*

LOAD ADDITIONAL MONEY ONTO YOUR CARD
You can load money onto your card at thousands of retail locations by purchasing a Green Dot MoneyPak®.** Visit mycard.adp.com to learn more.

MANAGE YOUR MONEY WITH EASE
The Aline Card helps you track your spending and stretch your dollars because it lets you:
• Check your account balance online via your own secure account at mycard.adp.com
• Get account balances via email and text message alerts
• Transfer money to other accounts
You can also request a second Aline Card for a trusted user such as a spouse or other family member. Remember, easy access to your account balance helps you avoid spending more than you have.

BE SAFE AND SECURE
With your money safely on your Aline Card, you can avoid carrying around large sums of cash, which can be risky. But remember that since your money is always on your pay card, it’s always available to you. Plus, if your Aline Card is lost or stolen, Visa’s Zero Liability policy protects your funds from unauthorized purchases.***

MORE QUESTIONS?
You can transfer your money to your bank account and via Visa Direct to a U.S. bank account and Aline Check. When you change jobs, you can put money onto it as a spouse or other family member. Remember, easy access to your account balance helps you avoid spending more than you have.

WHAT SHOULD I DO IF I FORGET MY PIN?
If you forget your PIN, or would like to change it—you can do so by accessing the Cardholder Support Website at mycard.adp.com, or by calling 1.877.237.4321.

WHERE CAN I USE MY ALINE CARD?
You can use your Aline Card at any merchant that welcomes Visa prepaid cards. Just give your Aline Card to a cashier, waiter, or attendant, and then sign or use your PIN for your purchase. If you want to get cash back, use your PIN to make a PIN-based purchase at stores that offer this service, like grocery and convenience stores. Or use your PIN at participating ATMs. You can also use the card to make purchases online, on the telephone, and by mail order.

WHAT IS THE ALINE CARD A CREDIT CARD?
The Aline Card is a Visa prepaid card—not a credit card. Each pay period your employer automatically loads your pay onto your card. Each time you use the card, the purchase amount is deducted from the amount of money available on the card.

DO I RECEIVE A MONTHLY STATEMENT?
Yes. Your statements are available online through the Cardholder Support Website at mycard.adp.com. If you do not have online access, you may contact Cardholder Services to request your transaction history at no charge.

CAN I CHECK MY BALANCE?
You can check your current balance anytime by accessing the Cardholder Support Website at mycard.adp.com or by calling 1.877.237.4321.

CAN I USE MY CARD TO PAY FOR AUTOMATIC MONTHLY PAYMENTS (E.G., GYM MEMBERSHIPS, CABLE TV, CELL PHONE BILL, ETC.)?
Yes, however, it’s your responsibility to make sure you have enough funds available on your card each time the recurring transaction is due. These merchants may suspend or cancel your service if you do not have enough money left on your card when the attempt to charge the monthly payment. This could be risky if recurring charge is for an essential service.

CAN I WITHDRAW MONEY FROM AN ATM?
Yes. You will select a 4-digit PIN (Personal Identification Number) when you activate your card. Please note: ATM fees may apply, please see your Cardholder Fee Schedule for more information.

FREQUENTLY ASKED QUESTIONS:

IS MY ALINE CARD READY TO USE WHEN I RECEIVE IT?
For your protection you need to go to mycard.adp.com, or call 1.877.237.4321, to activate your Personalized Card on your first pay date.

HOW DO I ACTIVATE MY NEW CARD?
Call 1.877.ADP4321 [1.877.237.4321] to activate your new card, or visit mycard.adp.com.

WHEN WILL I SEE MY PAY LOADED ONTO MY NEW ALINE CARD?
To validate that your pay has been added to your new card, call 1.877.237.4321, or visit the Cardholder Support Website at mycard.adp.com and log into your account. If you find that your pay has not yet been added to your new card, contact your local Onsite Integrity Representative.

IS THE ALINE CARD A CREDIT CARD?
Yes. Your statements are available online through the Cardholder Support Website at mycard.adp.com. If you do not have online access, you may contact Cardholder Services to request your transaction history at no charge.

WHAT IS THE CONTACT NUMBER FOR CUSTOMER SERVICE?
For customer service regarding your new Aline Card, please call 1.877.237.4321. This number is also printed on the back of your card.

WHO DO I CALL WITH QUESTIONS ABOUT A SPECIFIC PURCHASE, OR FOR GENERAL QUESTIONS ABOUT THE CARD?
Most questions about the card and details or transactions made with the card can be answered through the Cardholder Support Website at mycard.adp.com. You may also contact Cardholder Services by calling 1.877.237.4321. Fee may apply.

CAN I TRANSFER MONEY FROM MY CARD TO MY BANK ACCOUNT?
You may request one transfer per business day from your card to a U.S. bank account via the Cardholder Support Website at mycard.adp.com. Allow up to 72 hours for the transaction to complete. Fees may apply. You cannot transfer money from a bank account onto your card, unless your bank will allow you to initiate an ACH transaction. Aline Cards do not accept wire transactions. Contact Cardholder Support Services at 1.877.237.4321 to request your Aline Card routing and account numbers.

CAN I REQUEST ANOTHER CARD FOR A SPOUSE OR TRUSTED FAMILY MEMBER?
Yes. Contact the Cardholder Support Website at mycard.adp.com, or call Cardholder Services at 1.877.237.4321 to obtain information regarding adding a secondary card enrollment. You and the Secondary Cardholder share the same pool of funds. Each person has full and immediate access to the joint balance on the card.

CAN I PAY BILLS WITH MY CARD?
Yes. Visa’s Prepaid cards are accepted.

WHERE CAN I USE MY ALINE CARD?
Visa Prepaid cards are accepted.

• Check your account balance online via your own secure account at mycard.adp.com
• Get account balances via email and text message alerts
• Transfer money to other accounts
You can also request a second Aline Card for a trusted user such as a spouse or other family member. Remember, easy access to your account balance helps you avoid spending more than you have.

BE SAFE AND SECURE
With your money safely on your Aline Card, you can avoid carrying around large sums of cash, which can be risky. But remember that since your money is always on your pay card, it’s always available to you. Plus, if your Aline Card is lost or stolen, Visa’s Zero Liability policy protects your funds from unauthorized purchases.***

CAN I PAY BILLS WITH MY CARD?
Yes. You can pay bills online at mycard.adp.com. You can also pay bills in person where Visa prepaid cards are accepted.

WHAT SHOULD I DO IF MY CARD IS LOST, STOLEN, OR DAMAGED?
Immediately report a lost or stolen card to Cardholder Services at 1.877.237.4321. Once we deactivate your card, we will transfer the funds to a new Aline Card and mail you a new card. A fee for a replacement card may apply, please see your Cardholder Fee Schedule. We will also keep extra cards on hand at our onsite locations, so please check with your local representative.

IS THERE A USER FEE FOR THE ALINE CARD?
Yes. Signature-based transactions are protected by Visa’s Zero Liability policy.**

CAN I USE MY CARD TO PAY FOR AUTOMATIC MONTHLY PAYMENTS (E.G., GYM MEMBERSHIPS, CABLE TV, CELL PHONE BILL, ETC.)?
Yes, however, it’s your responsibility to make sure you have enough funds available on your card each time the recurring transaction is due. These merchants may suspend or cancel your service if you do not have enough money left on your card when the attempt to charge the monthly payment. This could be risky if recurring charge is for an essential service.

CAN I WITHDRAW MONEY FROM AN ATM?
Yes. You will select a 4-digit PIN (Personal Identification Number) when you activate your card. Please note: ATM fees may apply, please see your Cardholder Fee Schedule for more information.

WHAT SHOULD I DO IF I FORGET MY PIN?
If you forget your PIN, or would like to change it—you can do so by accessing the Cardholder Support Website at mycard.adp.com, or by calling 1.877.237.4321.

WHERE CAN I USE MY ALINE CARD?
You can use your Aline Card at any merchant that welcomes Visa prepaid cards. Just give your Aline Card to a cashier, waiter, or attendant, and then sign or use your PIN for your purchase. If you want to get cash back, use your PIN to make a PIN-based purchase at stores that offer this service, like grocery and convenience stores. Or use your PIN at participating ATMs. You can also use the card to make purchases online, on the telephone, and by mail order.

CAN I PAY BILLS WITH MY CARD?
Yes. You can pay bills online at mycard.adp.com. You can also pay bills in person where Visa prepaid cards are accepted.

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Most questions about the card and details or transactions made with the card can be answered through the Cardholder Support Website at mycard.adp.com. You may also contact Cardholder Services by calling 1.877.237.4321. Fee may apply.

*Nominal fees may apply.
**If your Aline Card is lost or stolen, you have the security of knowing your funds are protected from unauthorized purchases. Visa’s Zero Liability Policy provides protection from unauthorized purchases U.S. issued only. Visa’s Zero Liability Policy does not apply to commercial card or ATM transactions, or to PIN transactions not processed by Visa.
***ABA&DD numbers are assigned to each Aline Card to facilitate the loading of funds. Your card is not associated with a bank account.

Aline Cards are made available through ADP. This card is issued by First California Bank pursuant to a license from Visa U.S.A. Inc. The ADP logo is a registered trademark of ADP, Inc. Aline Card by ADP is a registered service mark of ADP, Inc. Aline Check by ADP is a registered service mark of ADP, Inc. All other trademarks and service marks are the property of their respective owners. Aline Card is registered trademark of American Data Processing, Inc. Visa is a registered trademark of Visa U.S.A. Inc. Terms and Conditions.