

READY. SET. GROW WITH ADP.

Winning with ADP TotalSource®



QUALIFIER BUCKETS



Client size:
50 to 99
\$7,500
Incentive Prize



Client size: 100+
\$17,500
Incentive Prize

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PROMOTIONAL CRITERIA

- All referrals must be submitted by contracted firm between **2/1/26 to 5/31/26** for the ADP TotalSource PEO product and must be documented in Salesforce with ADP
 - Only proactive leads are eligible — influence sales are not eligible
 - Referral cannot already be in a sales process with ADP for ADP TotalSource product
 - ADPTS DM must be given direct access to the referred prospect(s) at start of sales process to qualify for promotion
 - Payroll must start **by 6/25/26** and benefit start by **8/1/26** for firm to qualify for the one-time promotional payment
 - Minimum started employee count must be 50 work site employees
 - ✓ **Promotional case incentive will be paid on the parent control only (child controls will count towards total WSE count) Prizes will be awarded directly to the referring retail agency or direct to the referring producer and will be processed through Promotions Mechanics – Prize options are listed below and details can be found in the “Official Rules – ADP Incentive Reward Contest”**
 - ✓ **Promotional incentive prize will be awarded in Q3 2026**
- (WSE) or greater on payroll at time of first payroll run
- One prize per parent control — child controls will count towards total WSE value for each unique client
 - All sold clients must purchase **full PEO** product and must include full benefits at 50% medical enrollment based on eligible
 - Producers and firms are eligible to qualify for more than one incentive prize
 - Promotion **EXCLUSIVE to all** active contracted ADP TotalSource Platinum broker partners nationally

1

Cartier Shopping Spree

Cartier

2

Vacation of your dreams



3

Breitling Watch



4

Voucher



ADP reserves the right to change or cancel this promotion at anytime.

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WINNING WITH ADP TOTALSOURCE®



**Cartier Shopping
Spree**

Cartier



**Vacation of your
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**ADP TOTALSOURCE
2026 "READY. SET. GROW WITH ADP." CONTEST
OFFICIAL RULES**

**NO PURCHASE OR PAYMENT NECESSARY TO ENTER OR WIN.
A PURCHASE OR PAYMENT WILL NOT INCREASE YOUR CHANCES OF WINNING.**

1. PROMOTION PERIOD: The 2026 "Ready. Set. Grow with ADP." Contest (the "Promotion") begins at 12:00 AM Eastern Time ("ET") on February 1, 2026, and ends at 11:59 PM ET on May 31, 2026 (the "Promotion Period").

2. ELIGIBILITY: The Promotion is open to legal residents of the 50 United States and Washington DC (the "Eligibility Area") who are 18 years of age or older and employed by an active contracted ADP TotalSource Platinum broker partner. The Promotion is a trade promotion and is not offered to the general public. Employees, officers, directors and agents (and their immediate families and household members regardless of where they live, or members of the same households [whether related or not]) of ADP, Inc. (the "Sponsor"), Promotion Mechanics, Inc. ("Administrator"), their respective parents, divisions, subsidiaries, agents, promotional partners, advertising/promotion agencies and prize suppliers (aforementioned individuals and organizations collectively, the "Promotion Entities") are not eligible to participate in the Promotion or to win any prize. Government and municipal officials are not eligible to enter or win. **All determinations of eligibility will be made by Sponsor in its sole discretion, and such determinations may be made at any time.** VOID WHERE PROHIBITED OR RESTRICTED BY LAW OR BY INTERNAL BUSINESS OR COMPANY POLICY. All applicable federal, state and local laws and regulations apply.

Participation in the Promotion constitutes your full and unconditional agreement to and acceptance of these Official Rules and the decisions of Sponsor and Administrator, which are final and binding. Winning is contingent upon fulfilling all requirements set forth herein. Any participant may be disqualified in Sponsor's sole discretion if he/she fails to comply with any of the terms of these Official Rules.

Please Note: It is your sole responsibility to review and understand your employer's policies regarding your eligibility to participate in trade promotions such as this Promotion. By participating in the Promotion, you warrant and represent that you have checked and confirmed that your actions do not violate your employer's policies and procedures. You understand and agree that Sponsor is free to rely upon this warranty and representation by you, and that Sponsor is under no obligation to independently verify your eligibility under your employer's policies and procedures. If you are participating in violation of your employer's policies, you may be disqualified from participating in this Promotion or receiving prizes. The Promotion Parties disclaim any and all liability or responsibility for disputes arising between an employee and their employer related to this matter.

3. TO ENTER: During the Promotion Period, submit a qualifying referral for the ADP TotalSource PEO product, documented in Salesforce with ADP. Only proactive leads are eligible; influence sales are not eligible. The referral cannot already be in a sales process with ADP for ADP TotalSource product; the ADPTS DM must be given direct access to the referred project(s) at the start of the sales process to qualify for the promotion. Payroll must start by 6/25/26 and benefit start by 8/1/26 for the applicable lead to qualify for the Promotion. This promotion is exclusive to all active contracted ADP TotalSource Platinum broker partners within the Eligibility Area. The minimum started employee count must be 50 work site employees (WSE) or greater on payroll at time of first payroll run. There is a limit of one prize per parent control. Child controls will count towards total WSE value for each unique client. All sold clients must purchase full PEO product and must include full benefits at 50% medical enrollment based on eligible. A qualifying referral which complies with all terms of these Official Rules may be referred to hereafter as a "Qualifying Referral". Sponsor shall determine whether a referral can be considered a Qualifying Referral under these terms, in its sole and absolute discretion. A participant may earn up to one (1) applicable prize per Qualifying Referral, subject to verification of eligibility and continued compliance with these Official Rules and Sponsor/Administrator's instructions.

4. DETERMINATION OF WINNERS/PRIZE DESCRIPTIONS:

Grand Prize: Each eligible entrant who makes a Qualifying Referral to a company with **100+ work site employees, determined at time when payroll starts**, will be deemed a Grand Prize winner, pending verification of eligibility and compliance with these Official Rules. Each Grand Prize has a value of up to \$17,500. Grand Prize winner may choose to receive one (1) of the following prizes:

1. A Cartier™ or Breitling® shopping spree in the amount of \$17,500 from a vendor specified by Sponsor.
2. A Travelink.com travel voucher in the amount of \$17,500.
3. A check made out to the winner in the amount of \$17,500.

First Prize: Each eligible entrant who makes a Qualifying Referral to a company with **50-99 work site employees, determined at time when payroll starts**, will be deemed a First Prize winner, pending verification of eligibility and compliance with these Official Rules. Each First Prize has a value of up to \$7,500. First Prize winners may choose to receive one (1) of the following prizes:

1. A Cartier™ or Breitling® shopping spree in the amount of \$7,500 from a vendor specified by Sponsor.
2. A Travelink.com travel voucher in the amount of \$7,500.
3. A check made out to the winner in the amount of \$7,500.

See Section 5 below for winner notification details and additional prize restrictions.

5. WINNER NOTIFICATION AND VERIFICATION/ADDITIONAL PRIZE RESTRICTIONS: Potential winners will be notified by Administrator via email, phone, postal mail and/or express mail at Administrator's sole discretion, and prizes will be fulfilled after June 2026. Potential winners will be required to complete an affidavit of eligibility, a liability release, a publicity release (where legal), an IRS W-9 form, and a Prize Choice Form indicating their prize choice(s), all of which must be returned within the time period specified by Administrator at time of attempted notification, or the prize will be forfeited. Each prize recipient will receive an IRS Form 1099-MISC issued for the value of prize(s) received. Proof of identity, age, legal residence and/or employment may be required to claim a prize. Any winner or potential winner may be disqualified (and the applicable prize forfeited) in Sponsor's sole discretion if: (a) the applicable winner or potential winner fails to reply or to provide any required information or properly completed documents within the required time period; (b) the applicable winner or potential winner fails to comply with any of the terms of these Official Rules; or (c) if any prize or prize notification is returned as undeliverable. In the event of prize forfeiture or the disqualification of a winner, in Sponsor's sole discretion, the prize may be awarded to an alternate winner selected from among the remaining applicable eligible entries via the means of winner determination described herein, pending verification of eligibility. No responsibility is assumed by Sponsor for any incorrect or missing contact information associated with an entry or prize claim, or for any change of contact information of a participant after submission. All Federal, state and local taxes and tax liabilities in connection with a prize, and the reporting consequence thereof, are the sole responsibility of the applicable prize recipient (unless specified herein as being paid by Sponsor as part of a particular prize). Sponsor makes no representations regarding the tax liability associated with any prize, and winners are advised to seek counsel regarding any tax liabilities associated with their prize. Expenses not specified will be the responsibility of the applicable prize recipient. No prize transfer. Unless otherwise specified herein, no prize substitution except at Sponsor's sole discretion due to unavailability or other circumstance that would prevent the stated prize from being awarded, in which case a prize of comparable or greater value will be awarded (as selected by Sponsor in its sole discretion). Unless otherwise indicated herein or in any applicable manufacturer's warranty information, all prizes are awarded as-is and without warranty of any kind, implied or expressed. Use of a Travelink.com travel voucher is subject to terms, conditions, and restrictions as set by the issuer or agency. Any difference between the stated approximate retail value and actual value of a prize will not be awarded.

6. GENERAL: Releasees (as defined below in Section 9) are not responsible for and shall not be liable for late, lost, stolen, misdirected, delayed, illegible, inaccurate, or incorrect entries, forms, mail, or prize claims, or for other failures, problems, malfunctions or errors whether caused by equipment, human error, or otherwise relating to or in connection with the Promotion, including, without limitation, errors which may occur in connection with the administration of the Promotion, the processing of prize claims, the announcement of the prizes or winners, or for printing, typographical, human, or other errors in connection with this Promotion or other such errors appearing in these Official Rules or other Promotion-related materials. Although Sponsor attempts to ensure the integrity of the Promotion, Releasees are not responsible for the actions of participants or other individuals in connection with the Promotion, including participants' or other individuals' attempts to circumvent the Official Rules or otherwise interfere with the administration, security, fairness, integrity or proper conduct of the Promotion. In the event of any conflict between any Promotion details contained in these Official Rules and Promotion details contained in any Promotion advertising materials or disclosures, the details of the Promotion as set forth in these Official Rules shall prevail. If, for any reason, the Promotion is not capable of running as planned by reason of damage by computer virus, worms, bugs, tampering, unauthorized intervention, fraud, technical limitations or failures, by reason of any acts of God, terrorist acts, earthquake, war, fire, flood, disease, unusually severe weather, strikes or legal disputes (whether legal or illegal), industry conditions, bankruptcy or liquidation, marketplace demands, applicable law, unforeseen obstacles, or any other causes which, in the sole opinion of Sponsor, could corrupt, compromise, undermine, or otherwise affect the administration, security, fairness, integrity, viability, or proper conduct of the Promotion, Sponsor reserves the right in its sole and absolute discretion to cancel, terminate, modify, or suspend all or any part of the Promotion, and to select

winners from among all eligible non-suspect entries and/or prize claims received up to the time of such cancellation, termination, modification, or suspension, as applicable, or to proceed in such a manner as may be deemed fair and equitable by Sponsor in its sole discretion. In no event will Sponsor be obligated to award more prizes than the number of prizes stated in these Official Rules, at any prize level. If, due to a printing, production, typographical, mechanical or other error, the number of prize claims received is greater than the listed number of prizes at any prize level, such listed number of prizes (or in Sponsor's sole discretion, the number of available prizes remaining at such prize level, at the time such error is discovered) will be awarded in a random drawing from among all eligible participants who: [a] submit a legitimate prize claim for that level; and [b] have not already received one of the applicable prizes prior to the discovery of such error. Any attempt by any person to obtain more entries than the maximum number permitted, using multiple/different identities or any other methods, may void all of that person's entries and/or prize claims, in Sponsor and/or Administrator's sole discretion. Any purported evidence of winning will not be accepted in place of Sponsor's and/or Administrator's own methods of winner verification. The Sponsor's or Administrator's failure to enforce any term of these Official Rules shall not constitute a waiver of that provision. By participating in this Promotion, participants agree to waive any right to claim ambiguity or any deficiency in these Official Rules or the Promotion, including its administration. Sponsor reserves the right to cancel or revise this Promotion at its sole discretion at any point in time.

7. RIGHTS OF PUBLICITY: By participating in this Promotion, unless prohibited by law, each participant consents to the use of his/her respective name/city/state, company name/city/state, voice, photograph and/or likeness for advertising or publicity purposes for this and similar promotions without compensation, and may be required to provide a signed release acknowledging such consent. Moreover, by participating in this Promotion, unless prohibited by law, each potential winner agrees to grant to Sponsor and its licensees, affiliates and assigns, without additional consideration, consent or review, the right to print, publish, broadcast and use, throughout the universe in any media now known or hereafter developed, including without limitation the World Wide Web, at any time or times, the potential winner's respective name/city/state, company name/city/state, likeness (actual or simulated), voice (actual or simulated) and biographical information as news or information and for advertising and promotional purposes.

8. CONDUCT: BY PARTICIPATING IN THIS PROMOTION, PARTICIPANTS: (A) FULLY AND UNCONDITIONALLY AGREE TO BE BOUND BY THESE OFFICIAL RULES AND BY ALL DECISIONS OF SPONSOR AND ADMINISTRATOR (WHICH DECISIONS SHALL BE FINAL AND BINDING IN ALL RESPECTS), INCLUDING WITHOUT LIMITATION DECISIONS REGARDING ELIGIBILITY, WINNERS, AND THE INTERPRETATION OF TERMS USED IN THESE OFFICIAL RULES; (B) REPRESENT AND WARRANT THAT ALL INFORMATION PROVIDED BY PARTICIPANT IN CONNECTION WITH THE PROMOTION IS TRUE, ACCURATE AND COMPLETE; AND (C) AGREE TO COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS AND PAY ANY APPLICABLE TAXES. SPONSOR AND ADMINISTRATOR RESERVE THE RIGHT, AT ANY TIME AND IN THEIR SOLE DISCRETION, TO DISQUALIFY AND/OR DEEM INELIGIBLE TO PARTICIPATE IN THIS PROMOTION OR ANY FUTURE SPONSOR PROMOTIONS, ANY INDIVIDUAL IT SUSPECTS: (i) TO BE TAMPERING WITH THE ENTRY PROCESS OR THE OPERATION OF THE PROMOTION OR ANY WEBSITE; (ii) TO BE ACTING IN VIOLATION OF THE OFFICIAL RULES OR APPLICABLE PRIVACY POLICY OR OTHER TERMS, CONDITIONS OR GUIDELINES; (iii) TO BE ACTING IN BAD FAITH OR IN A DISRUPTIVE MANNER, OR WITH THE INTENT TO ANNOY, ABUSE, THREATEN OR HARASS ANY OTHER PERSON; (Y) TO HAVE FAILED TO AGREE TO THESE OFFICIAL RULES; OR (iv) TO BE IN VIOLATION OF THESE OFFICIAL RULES. CAUTION: ANY ATTEMPT BY A PARTICIPANT OR ANY OTHER INDIVIDUAL TO UNDERMINE THE LEGITIMATE OPERATION OF THE PROMOTION IS A VIOLATION OF THESE OFFICIAL RULES AS WELL AS CRIMINAL AND CIVIL LAWS. SHOULD SPONSOR BELIEVE OR BECOME AWARE THAT SUCH AN ATTEMPT HAS BEEN, IS BEING, OR WILL BE MADE, SPONSOR RESERVES THE RIGHT TO SEEK REMEDIES AND DAMAGES FROM ANY RESPONSIBLE PARTICIPANT(S) AND OTHER RESPONSIBLE INDIVIDUAL(S) IN THE ATTEMPTED DAMAGE TO THE FULLEST EXTENT PERMITTED BY LAW, INCLUDING WITHOUT LIMITATION CRIMINAL PROSECUTION.

9. RELEASE AND INDEMNIFICATION: EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, BY PARTICIPATING IN THE PROMOTION, PARTICIPANTS FOREVER AND IRREVOCABLY RELEASE, INDEMNIFY AND HOLD THE PROMOTION PARTIES AND EACH OF THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AFFILIATES, REPRESENTATIVES, AGENTS, SHAREHOLDERS, SUCCESSORS AND ASSIGNS (AFOREMENTIONED INDIVIDUALS AND ORGANIZATIONS COLLECTIVELY, "RELEASEES") HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, DAMAGES, RIGHTS, CLAIMS AND ACTIONS OF ANY KIND ARISING IN WHOLE OR IN PART, DIRECTLY OR INDIRECTLY, FROM THE PROMOTION, ATTENDANCE OR PARTICIPATION IN ANY PROMOTION-RELATED ACTIVITY, OR RESULTING DIRECTLY OR INDIRECTLY FROM THE ACCEPTANCE, POSSESSION, USE OR MISUSE OF ANY PRIZE AWARDED IN CONNECTION WITH THE PROMOTION OR ANY ITEM REDEEMED THEREWITH, INCLUDING WITHOUT LIMITATION PERSONAL INJURY, DEATH AND/OR PROPERTY DAMAGE, AS WELL AS CLAIMS BASED ON PUBLICITY RIGHTS, DEFAMATION AND/OR INVASION OF PRIVACY AND THE COLLECTION, USE AND/OR SHARING BY SPONSOR OF

PERSONALLY IDENTIFIABLE INFORMATION OF THE PARTICIPANTS, OR FOR ANY PRINTING, PRODUCTION, TYPOGRAPHICAL, HUMAN OR OTHER ERROR IN THE PRINTING, OFFERING OR ANNOUNCEMENT OF ANY PRIZE.

10. LIMITATION OF LIABILITY: EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, IN NO EVENT WILL RELEASEES BE RESPONSIBLE OR LIABLE FOR ANY DAMAGES OR LOSSES OF ANY KIND, INCLUDING WITHOUT LIMITATION DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES ARISING OUT OF PARTICIPATION IN THE PROMOTION OR ANY HARM RESULTING FROM THE ACCEPTANCE, POSSESSION, USE OR MISUSE OF, OR ATTENDANCE OR PARTICIPATION IN, ANY PRIZE AWARDED IN CONNECTION WITH THE PROMOTION. THE RELEASEES SHALL NOT BE RESPONSIBLE FOR ANY CANCELLATIONS, DELAYS, DIVERSIONS OR SUBSTITUTIONS OR ANY ACT OR OMISSIONS WHATSOEVER BY ANY PRIZE PROVIDER. WITHOUT LIMITING THE FOREGOING, THE PROMOTION, ALL PRIZES AND ALL MATERIALS PROVIDED ON OR THROUGH ANY ASSOCIATED WEB SITE ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

11. DISPUTES/GOVERNING LAW: Except where prohibited, by participating in the Promotion, each participant agrees that: (a) any and all disputes, claims and causes of action arising out of, or connected with, the Promotion or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the appropriate court located in the State of New Jersey; (b) any and all claims, judgments and awards shall be limited to actual out-of-pocket costs incurred, including costs associated with entering the Promotion and in no event will a participant be permitted to obtain attorneys' fees or other legal costs; (c) under no circumstances will a participant be permitted to obtain awards for (and participant hereby waives all rights to claim) punitive, incidental and consequential damages and any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased; and (d) a participant's remedies are limited to a claim for money damages (if any) and participant irrevocably waives any right to seek injunctive or equitable relief. All issues and questions concerning the construction, validity, interpretation and enforceability of these Official Rules, participant's rights and obligations, or the rights and obligations of Sponsor in connection with the Promotion, shall be governed by, and construed in accordance with, the laws of the State of New Jersey, without giving effect to any choice of law or conflict of law rules (whether of the State of New Jersey or any other jurisdiction), which would cause the application of the laws of any jurisdiction other than the State of New Jersey.

12. MISCELLANEOUS: (a) Privacy: By participating in the Promotion, participants agree and consent to Sponsor's collection, use and retention of their personal information provided in the course of participation for all purposes related to the Promotion (including, without limitation, processing and administering entries and prize claims, sharing a participant's personal information with Sponsor's service providers, contractors, prize partners, etc., as necessary to conduct and operate the Promotion, communicating with and awarding prizes to winners, making public announcements about winners, and advertising, promoting and publicizing the Promotion). In the event of any conflict between these Official Rules and any applicable privacy policy, the terms and conditions of these Official Rules shall prevail.

(b) Severability/Headings: If any provision of these Official Rules is found to be unlawful, void or for any reason unenforceable in any jurisdiction, then that provision shall be deemed severable from these Official Rules for that jurisdiction alone and shall not affect the validity and enforceability of any remaining provisions in that jurisdiction. Headings and captions are used in these Official Rules solely for convenience of reference and shall not be deemed to affect in any manner the meaning or intent of these Official Rules or any provision hereof.

(c) Winner Lists: To receive a list of winners in this Promotion, send a self-addressed, stamped envelope to: "Ready. Set. Grow with ADP." Contest Winners, PO Box 172, Newtown, CT 06470-0172. Requests for winner lists must be received by October 31, 2026. VT residents may omit return postage.

Sponsor: ADP, Inc., One ADP Boulevard, Roseland, NJ 07068
Administrator: Promotion Mechanics, Inc., 22 Bayview Ave., Suite 85, Stonington, CT 06378

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