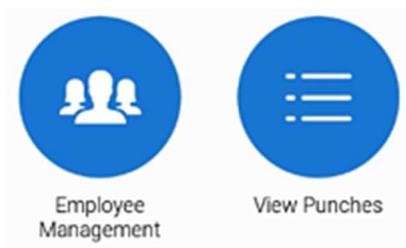


# ADP Time Kiosk - Emailing an Employee Their Badge Information

## Emailing Employees Badge Numbers

1. Tap on the **menu button** in the bottom right of the ADP Time Kiosk [  ]
2. This opens the navigation menu. Tap on the **supervisor icon** [  ]
3. Login with your **ADP credentials** when prompted
4. Choose **Employee Management** from the menu options



5. The badge number will be displayed on this screen. To send a badge number to one or more employees, select their icon next to their name on the right [  ]

6. Tap on the **Send Badge** button at the bottom of the screen



7. Confirm the employee number and the emails will be sent