



ADP

SELF SERVICE ACCESS GUIDE

Note: Use only Internet Explorer web browser

April 2010

Purpose of this Guide

WELCOME! This guide will provide everything you need to know and answer many common questions regarding ADP system access.

User Registration

This includes all student workers, faculty members, college work study employees, time clock users, and staff members. Anyone who gets paid her at the College of Coastal Georgia!

Registering for the Employee Self-Service Site

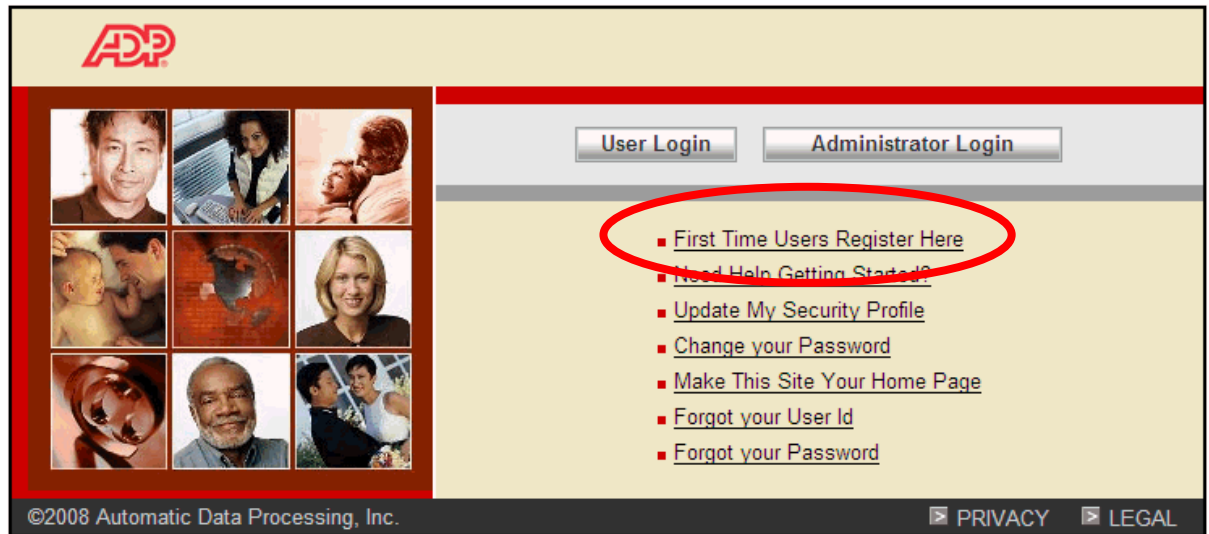
All employees must register in order to access any ADP web application. This is the first step every employee must complete, regardless of their role in the system.

To complete the registration process you will need the registration passcode: USG-6775, your name as it appears on your paycheck, your SSN, and birthday.

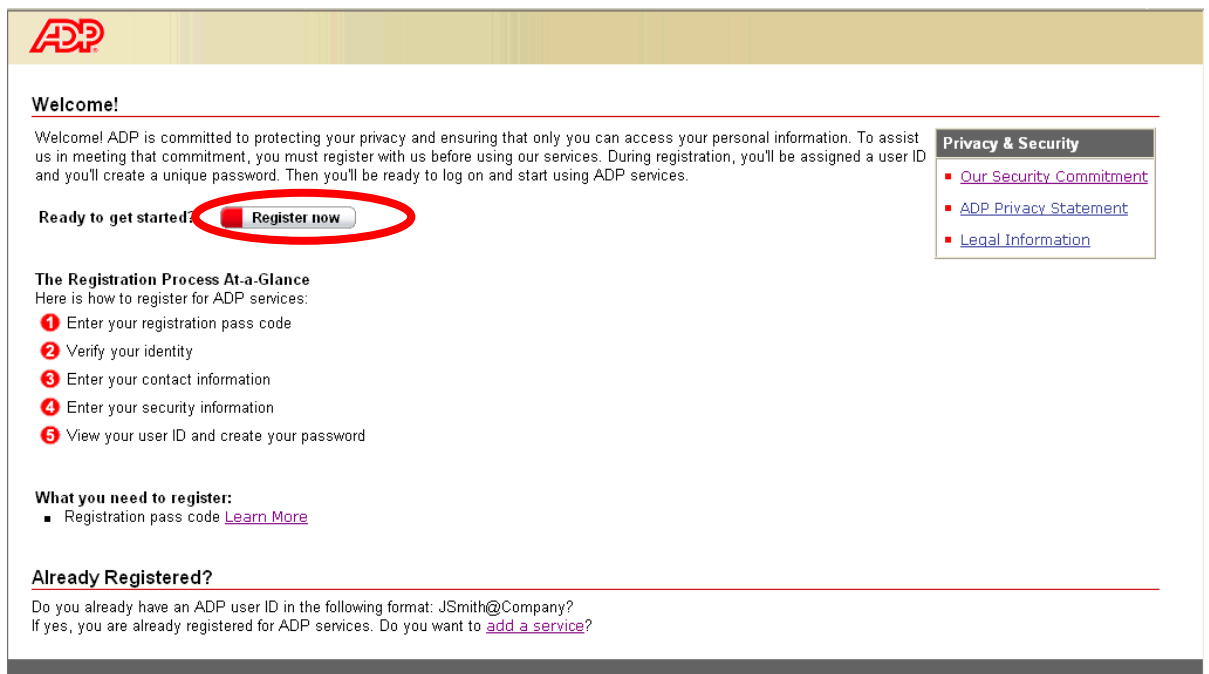
Please Note: A valid e-mail address will be required to register for ADP ESS.

Registering for Employee Self Service

1. Access **Employee Self Service** by clicking on the link on your institution's webpage or type <http://portal.adp.com> into any web browser.
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



4. Enter your **Registration Pass Code** and click **Next**.

Note: Your Self Service Registration Pass Code is **usg-6775**

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The main content area is titled "Step 1 of 6" and "Enter Your Registration Pass Code". A sidebar on the left lists six steps: 1. Enter Your Registration Pass Code (highlighted), 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User ID & Create Your Password, and 6. Confirmation. The main text explains that the employer provided a registration pass code and provides a note that the pass code is not case-sensitive and that a red triangle symbol indicates a required field. A text input field for the "Registration Pass Code" is shown with an example "Genco-1234abc". A "Next" button is located at the bottom left.

5. Enter your information in the fields with the ►. Enter your name exactly as it appears on you pay stub. After completing these fields, click **Next**.

The screenshot shows the ADP registration interface for "Step 2 of 6: Verify Your Identity". The ADP logo is at the top left. The heading "Register for ADP Services" is followed by "Please enter the following information to register for ADP services." The sidebar on the left lists six steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User ID & Create Your Password, and 6. Confirmation. The main text states that ADP is committed to protecting privacy and asks for personal information to confirm identity. It offers two options for verification: "Social Security Number (SSN)" (selected) and "Individual Taxpayer Identification Number (ITIN)". A note specifies that the SSN is used during account creation. Below this, several required fields are listed: "First Name", "Middle Initial", "Last Name", "SSN", "Confirm SSN", and "Date of Birth" (with dropdown menus for month and day). A "Next" button and a "Cancel" button are at the bottom. The footer includes "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL" links. The browser's address bar shows "Internet" and "100%" zoom.

- In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact Human Resources at 279-5740.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
 3. Enter Your Contact Information
 4. Enter Your Security Information
 5. View Your User Id & Create Your Password
 6. Confirmation

Verify Your Identity
We need some more information in order to verify your identity. Please complete the information on this page.

▶ = Required

A. Select a Service
Service: ▶ Self Service

B. ADP Self-Service Information
Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator.

Employee ID: ▶
 PIN: ▶

Next **Cancel**

- Complete the fields on your Contact Information and click **Next**. *An email address is required to register.*

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
 2. Verify Your Identity
3. Enter Your Contact Information
 4. Enter Your Security Information
 5. View Your User Id & Create Your Password
 6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ MI:
 Last Name: ▶ (Apostrophes and hyphens are allowed.)
 Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)
 Confirm E-Mail: ▶
 Phone: (Area code and number in any format.)

Next **Cancel**

8. Complete all the fields on your Security Information and click **Next**.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

The screenshot shows the ADP registration interface at Step 4 of 6, titled "Enter Your Security Information". A sidebar on the left lists the registration steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." It also states "Important: Be sure to choose answers you can remember." and "Required" fields. The form contains a "City/Town of Birth" text box, two "Security Question" dropdown menus, and corresponding "Answer" text boxes. "Next" and "Cancel" buttons are at the bottom.

9. The View Your Userid & Create Your Password will appear. Your user ID is displayed. *Please make a note of this as it will be needed to access ADP Employee Self Service.*

The screenshot shows the ADP registration interface at Step 5 of 6, titled "View Your ADP Services User ID" and "Create Your ADP Services Password". The sidebar on the left highlights step 5: "View Your User ID & Create Your Password". The main content area displays the user ID: "User ID: jsmith@MPLX", which is circled in red. Below this, it prompts the user to "Create Your ADP Services Password" with instructions: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." and "Note: Your password is case sensitive." It also indicates "Required" fields. The form includes "Create Password" and "Confirm Password" text boxes with a placeholder "(Example: Password01)". "Submit" and "Cancel" buttons are at the bottom.

10. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

5. New Your User ID & Create Your Password
6. Confirmation

Create Your ADP Services Password
Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.
Note: Your password is case sensitive.
▶ = Required

Create Password: (Example: Password01)
Confirm Password:

11. Re-enter your password in the **Confirm Password** field and click **Submit**.

5. New Your User ID & Create Your Password
6. Confirmation

Create Your ADP Services Password
Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.
Note: Your password is case sensitive.
▶ = Required

Create Password: (Example: Password01)
Confirm Password:

12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. New Your User ID & Create Your Password
6. Confirmation

Thank you for registering!
You can now log on to, and start using, your ADP services.
Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

Your ADP Service

Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

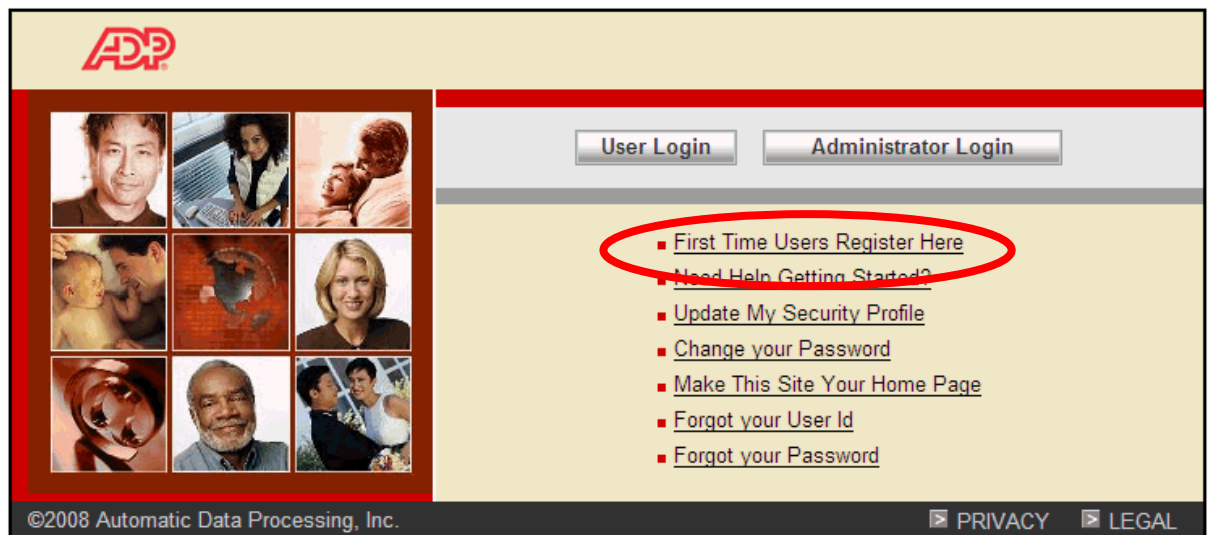
ADP Service

Adding eTIME to Your Profile

- **Why do I need to add eTIME to my profile?**
All employees who record hours worked or will submit personal leave requests -- or employees who will approve hours worked or approve leave requests -- will have to add this service to their user profile.
- **What information do I need?**
You'll need your new ADP Employee ID.
Contact Human Resources if you don't know your new Employee ID number.

Adding eTime

1. Go back to the Portal main login page: <http://portal.adp.com> and select "First Time Users Register Here"



2. Click **Add a Service**. You will be prompted to enter the User Id and Password you created during registration.

ADP

Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started? [Register now](#) **Already Registered?** [Add a Service](#)

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

3. On the Enterprise eTIME line, choose **Add**.

ADP Welcome, Diana Grillo

[Manage My Profile](#) [Change My Password](#) [Manage My Services](#)

Manage My Services

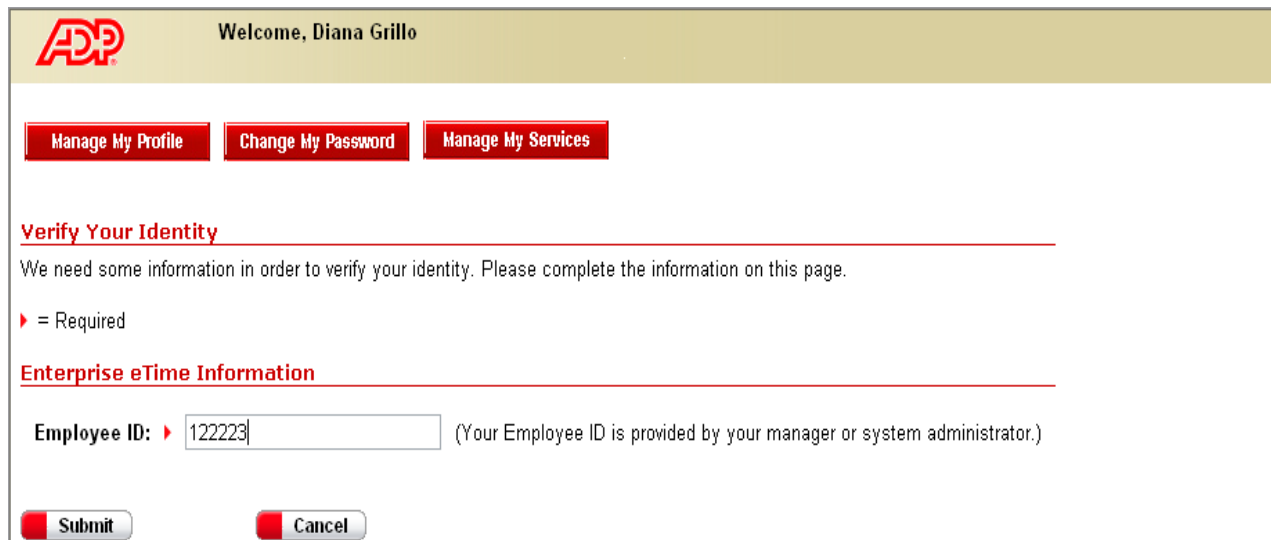
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

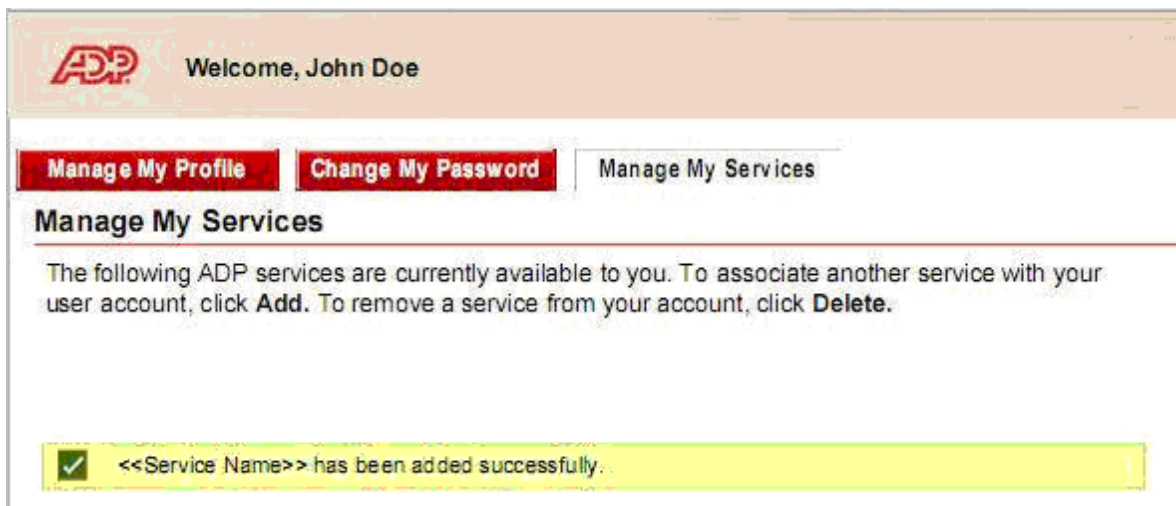
Service	
Self Service	
iPayStatements	
Enterprise eTIME	Add

4. Enter your Employee ID number and click **Submit**. Human resources will provide your ADP ID number. If you do not have your ID number, contact HR at 279-5740.



The screenshot shows the ADP user interface for Diana Grillo. At the top, there is a header with the ADP logo and the text "Welcome, Diana Grillo". Below the header, there are three red buttons: "Manage My Profile", "Change My Password", and "Manage My Services". The main content area is titled "Verify Your Identity" and contains the text: "We need some information in order to verify your identity. Please complete the information on this page." Below this text, there is a legend: "▶ = Required". The "Enterprise eTime Information" section contains a form with the label "Employee ID:" followed by a text input field containing the value "122223" and a note: "(Your Employee ID is provided by your manager or system administrator.)". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

5. Upon successful completion, you will see the following screen:

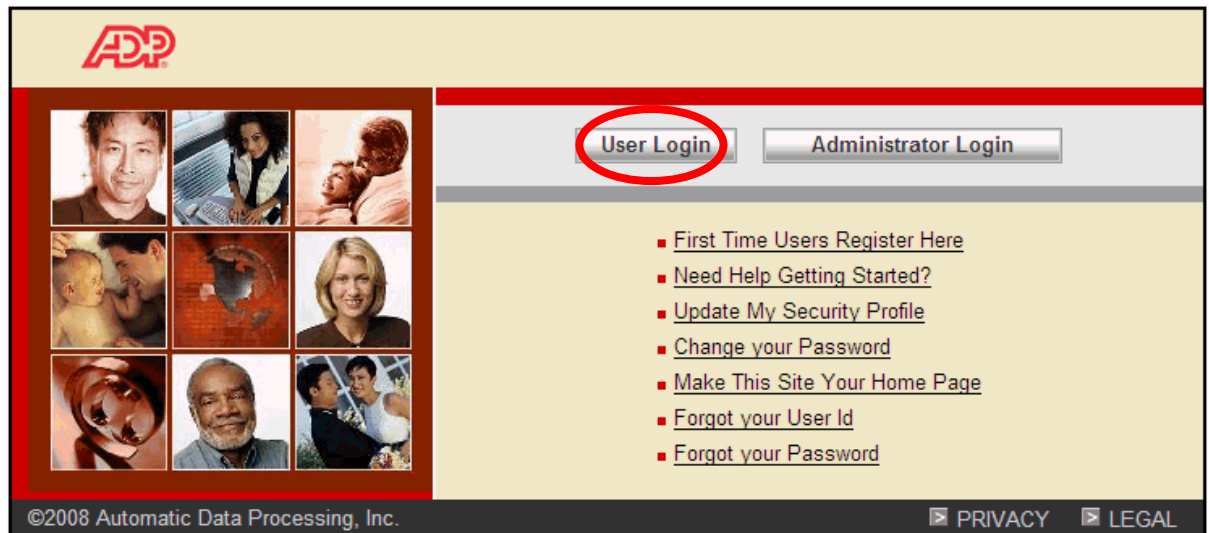


The screenshot shows the ADP user interface for John Doe. At the top, there is a header with the ADP logo and the text "Welcome, John Doe". Below the header, there are three red buttons: "Manage My Profile", "Change My Password", and "Manage My Services". The main content area is titled "Manage My Services" and contains the text: "The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**." Below this text, there is a yellow banner with a green checkmark icon and the text: "<<Service Name>> has been added successfully."

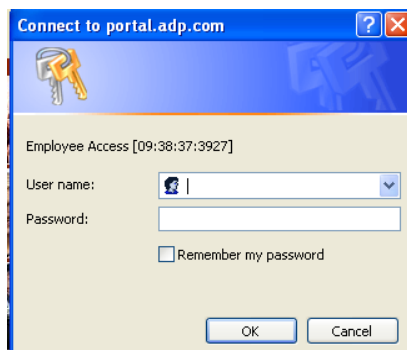
Log On

Access the Employee Self Service Portal.

1. Click the Employee Self Service link on your institution's webpage.
2. Click 'User Login' button.

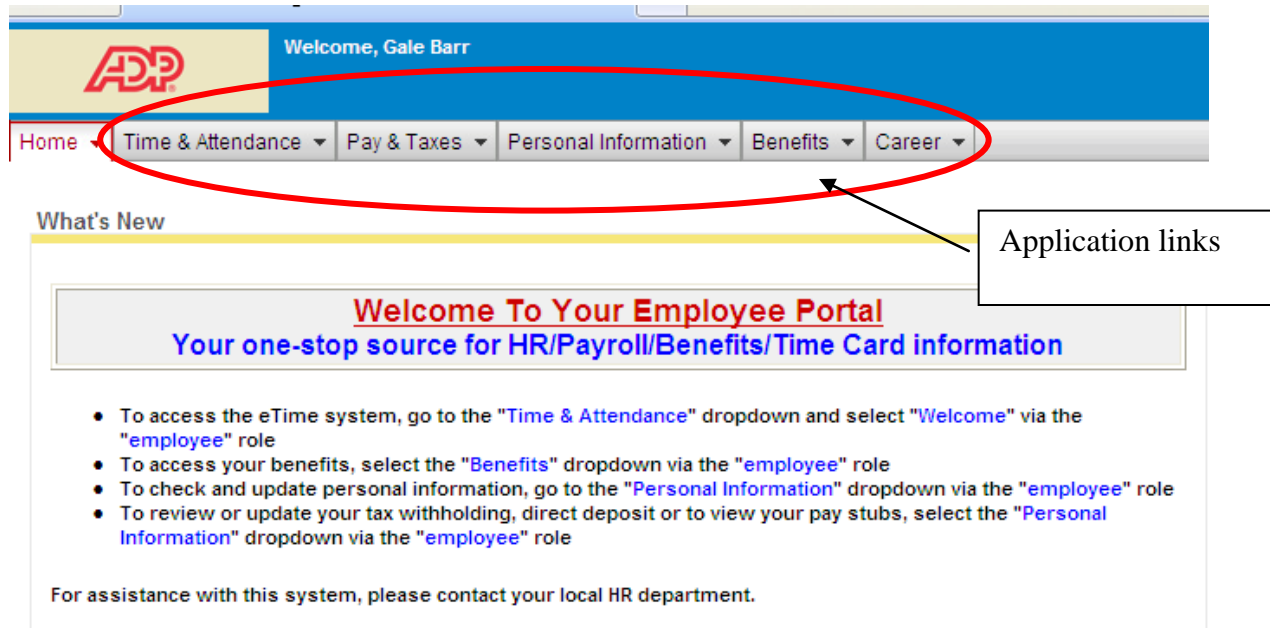


3. Enter User Name and Password and click **OK**.



- **What's the difference between the User and Administrator login?**
Logging in as "User" gives you access to Employee Self Service. "Administrators" need additional access to the system, which requires a digital certificate from ADP. Most employees will NOT use the Administrator login.
- **Which login credentials do I use?**
You'll be using your portal (Self Service) user ID (i.e. jsmith@USG) and password.
- **I'm a manager, which login do I use?**
Log in as a "regular" user to view the additional Manager tab and perform Manager Self Service functions.

4. The ADP Portal will appear. The application links allow you to enter into each application.



The system checks the access profiles that were assigned to you when your system was configured. This determines which Application links you can view.

- Home
- **Time & Attendance – access Request Time Off forms, Timecards, and view accrued vacation and/or sick hours.**
- Pay & Taxes – access to pay statements, W-2s, online direct deposit authorization, and on line tax withholding forms. Direct deposit and tax withholding forms flow directly into the HR/Payroll system.
- Personal Information – displays employee address, phone numbers and emergency contact information. Edits may be performed and flow directly into the Human Resources system.
- Benefits – access to view current insurance benefit selections, change current selections in the event of a life changing event. Election of health and insurance benefits is available during the Open Enrollment period.
- Career – Displays employee's job information and dates.