



ADP

SELF SERVICE ACCESS GUIDE

Note: Use only Internet Explorer web browser

August 2009

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

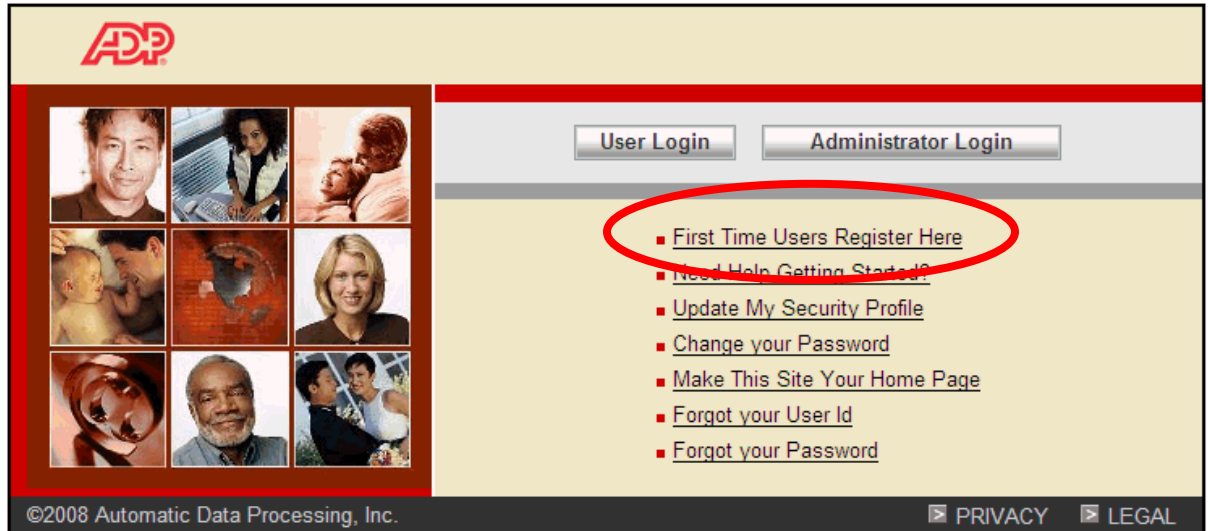
All employees must register in order to access any ADP web application. This is the first step every employee must complete, regardless of their role in the system.

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.

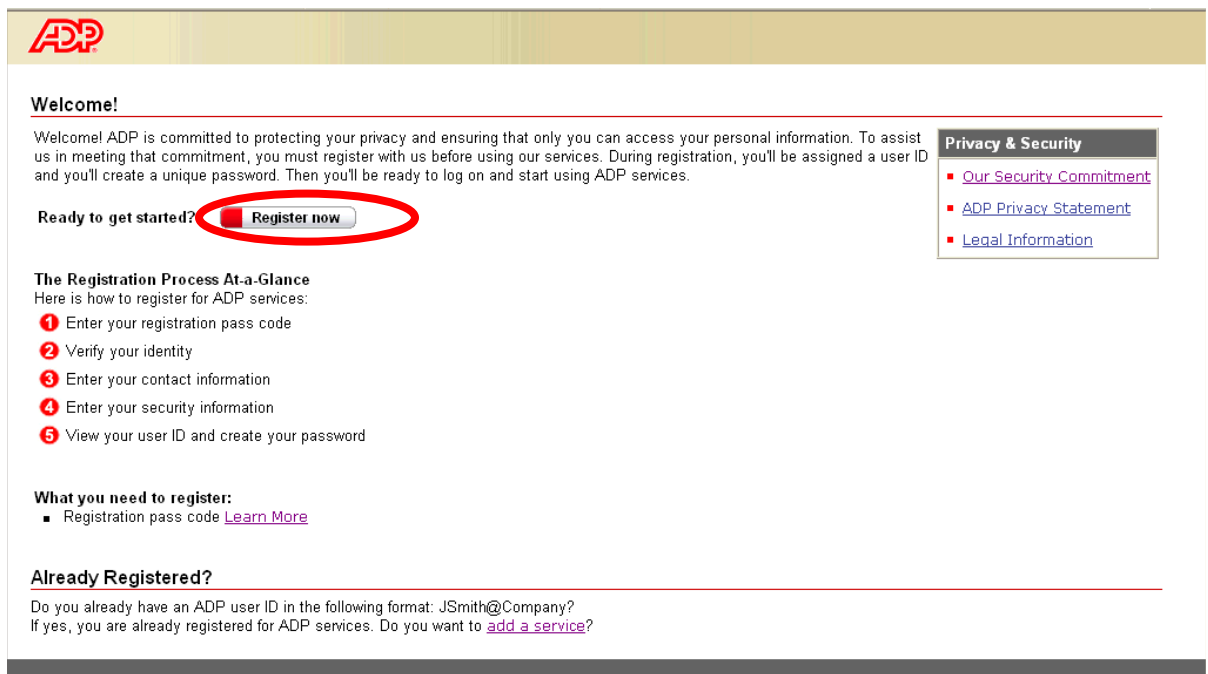
Please Note: A valid e-mail address will be required to register for ADP ESS.

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." A progress bar indicates "Step 1 of 6". On the left, a vertical list of steps is shown: 1. Enter Your Registration Pass Code (highlighted in red), 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 content area is titled "Enter Your Registration Pass Code" and contains the text: "Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance." Below this is a "Note: The pass code is not case-sensitive." and a red arrow icon followed by "= Required". A label "Registration Pass Code:" is followed by a text input field and the example "(Example: Genco-1234abc)". At the bottom left of the form area is a red "Next" button.

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. 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 progress bar shows "Step 2 of 6". The left sidebar lists steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted in red), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area is titled "Verify Your Identity" and contains the text: "ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services." Below this is a section "I want to verify my identity using:" with two radio button options: "Social Security Number (SSN)" (selected) and "Individual Taxpayer Identification Number (ITIN)". A note states: "Your SSN is used during the account creation process; it is not used for any other purpose." Below this is a red arrow icon followed by "= Required". The form contains several fields: "First Name:" with a text input field and the instruction "(Your legal first name; do not enter a nickname.)"; "Middle Initial:" with a small text input field; "Last Name:" with a text input field and the instruction "(Apostrophes and hyphens are allowed.)"; "SSN:" with a text input field and the instruction "(All nine digits in any format)"; "Confirm SSN:" with a text input field and the instruction "(All nine digits in any format)"; and "Date of Birth:" with two dropdown menus labeled "(Month)" and "(Day)". At the bottom left of the form area are red "Next" and "Cancel" buttons. The footer of the page includes "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL". The browser's address bar shows "Internet" and the zoom level is set to "100%".

- 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: ▶ MR:

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 4, titled "Enter Your Security Information". The left sidebar 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 explains that two different security questions must be selected and answered for security reasons. It includes a note: "Important: Be sure to choose answers you can remember." and a legend: "▶ = Required". The form contains the following fields: "City/Town of Birth:" with a text input field; "Security Question 1:" with a dropdown menu and an "Answer 1:" text input field; and "Security Question 2:" with a dropdown menu and an "Answer 2:" text input field. At the bottom, there are "Next" and "Cancel" buttons.

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 5. The left sidebar lists the registration steps: 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 (highlighted), and 6. Confirmation. The main content area is divided into two sections. The first section, "View Your ADP Services User ID", states: "Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the e-mail address you provided." Below this, a note says: "Note: Your user ID is not case-sensitive." and a "User ID:" field displays "smith@MPLX", which is circled in red. The second section, "Create Your ADP Services Password", states: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." It includes a note: "Note: Your password is case sensitive." and a legend: "▶ = Required". The form contains "Create Password:" and "Confirm Password:" text input fields. At the bottom, there are "Submit" and "Cancel" buttons.

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.

The screenshot shows a web form titled "5. New Your User ID & Create Your Password" with a sub-section "5. Confirmation". The main heading is "Create Your ADP Services Password". Below the heading, there is a requirement: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." A note states "Note: Your password is case sensitive." and a red asterisk indicates a required field. There are two input fields: "Create Password:" and "Confirm Password:". The "Create Password:" field has a red arrow pointing to it and an example "(Example: Password01)". Below the fields are two buttons: "Submit" and "Cancel".

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

This screenshot is identical to the previous one, showing the "Create Your ADP Services Password" form. The "Confirm Password:" field is now filled with text, and the "Submit" button is highlighted with a red border, indicating it is the next step in the process.

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

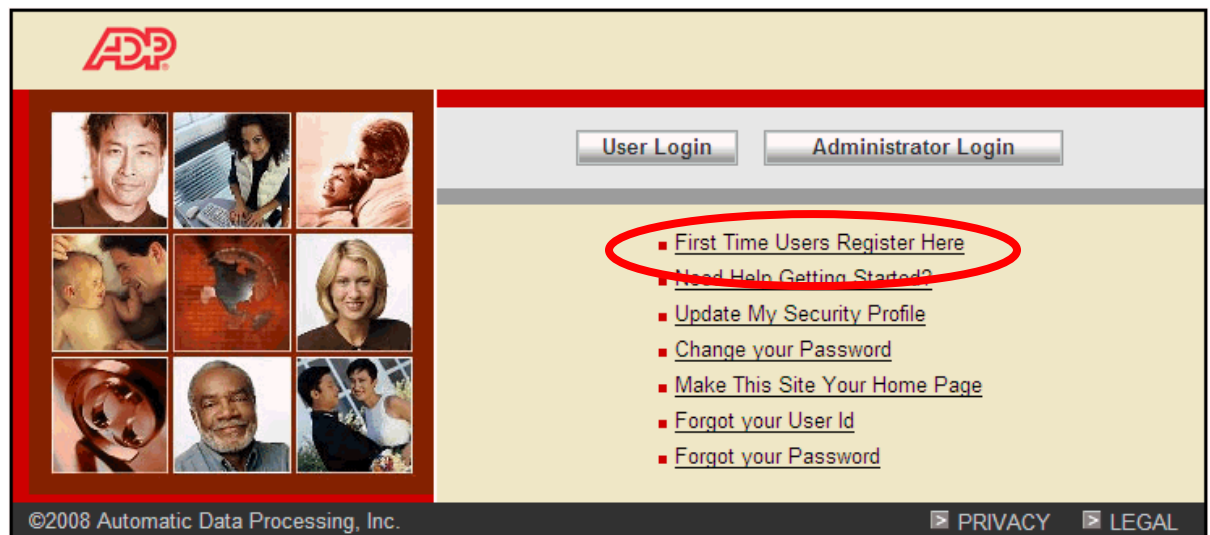
The screenshot shows the "Register for ADP Services" page. At the top left is the ADP logo. The page title is "Register for ADP Services" and it says "Please enter the following information to register for ADP services." Below this is a progress bar showing "Step 6 of 6". A list of steps is on the left, with "5. New Your User ID & Create Your Password" highlighted. The main content area has a yellow box with a green checkmark and the text: "Thank you for registering! You can now log on to, and start using, your ADP services." Below this is a note: "Note: An e-mail containing your User ID has been sent to the address you provided." There is a section "Log On to an ADP Service" with the text: "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." Below this is a radio button for "Your ADP Service" and a "Log On" button. A red circle highlights a "Close" button. At the bottom, there is a section "Add ADP Services" with the text: "The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service." Below this is a radio button for "ADP Service" and an "Add Another Service" button.

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? **Already Registered?**

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 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.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Verify Your Identity

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

▶ = Required

Enterprise eTime Information

Employee ID: ▶ (Your Employee ID is provided by your manager or system administrator.)

Submit Cancel

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

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

Manage My Services

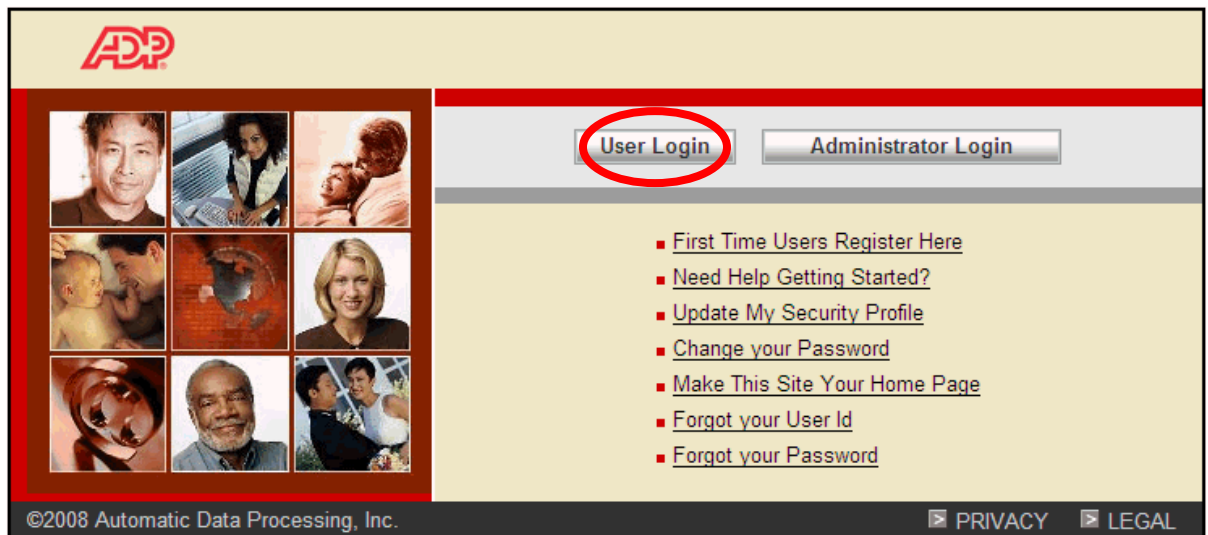
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

✓ <<Service Name>> has been added successfully.

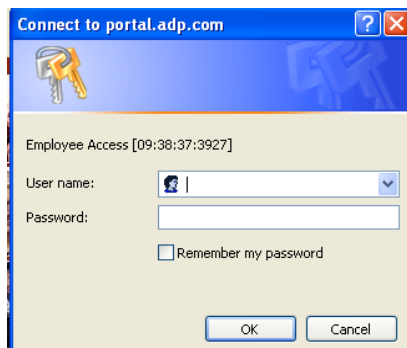
Log On

Access the Employee Self Service Portal.

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

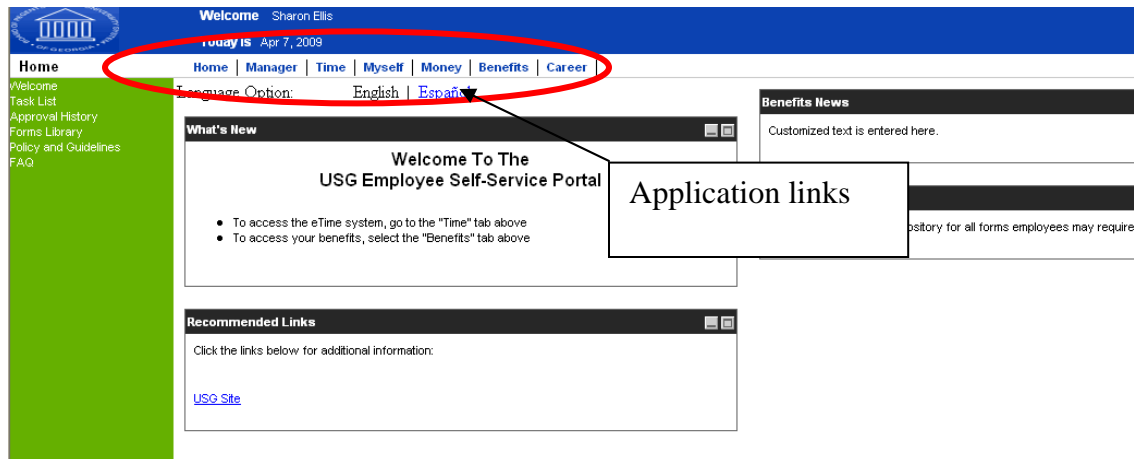


3. Enter User Name and Password and click **OK**.



- **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 Netsecure 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
- Manager – for employee managers only
- **Time – access Request Time Off forms, Timecards, and view accrued vacation and/or sick hours.**
- Myself – displays employee address, phone numbers and emergency contact information. Edits may be performed and flow directly into the Human Resources system.
- Money – 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.
- 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.