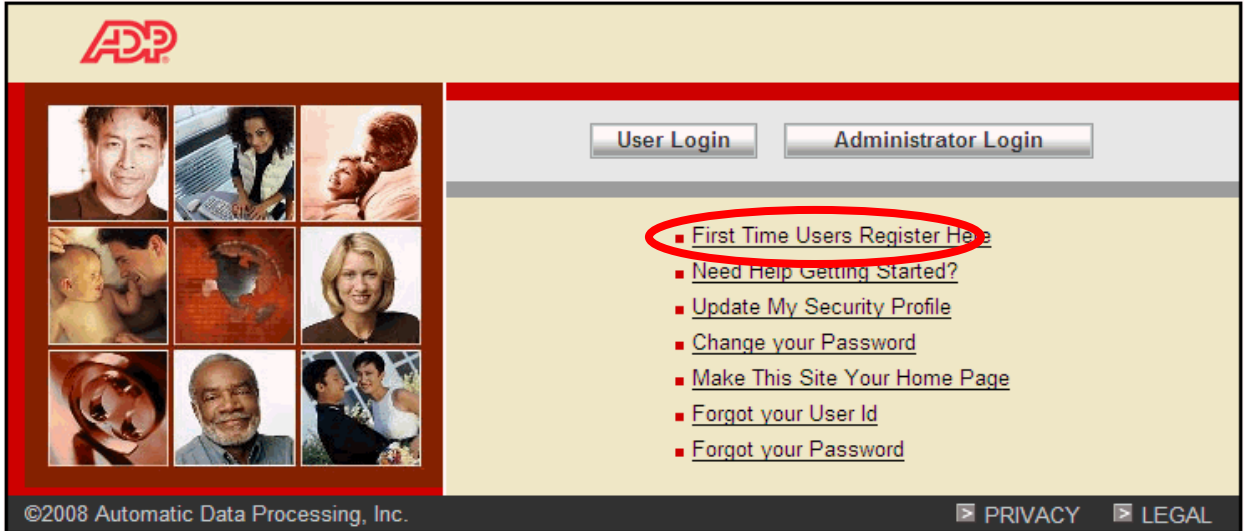
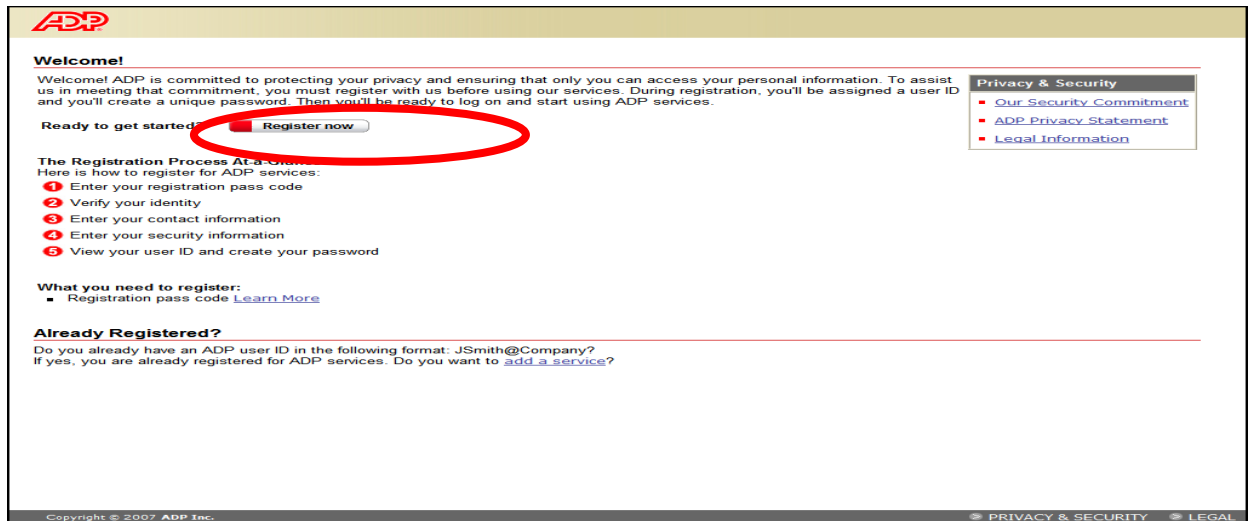


Registering for ADP Employee Self Service

1. Click the **Employee Self Service** link on College of Coastal Georgia's webpage . The Employee Self Service page can also be found at the following URL www.portal.adp.com
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



ADP Employee Self-Service Registration

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

The Registration Pass code for the College of Coastal Georgia 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, with "1. Enter Your Registration Pass Code" highlighted. The main content area is titled "Enter Your Registration Pass Code" and includes 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." A note states: "Note: The pass code is not case-sensitive. ▶ = Required". Below this is a text input field labeled "Registration Pass Code:" with a red circle around it, and an example "(Example: Genco-1234abc)". A "Next" button is at the bottom.

5. Verify Your Identity. Enter your data in the fields with the ▶. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system- no nicknames. No dashes are needed in your social security number.*

The screenshot shows the ADP registration interface for Step 2 of 6. 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 2 of 6". On the left, a vertical list of steps is shown, with "2. Verify Your Identity" highlighted. The main content area is titled "Verify Your Identity" and includes the text: "Your Social Security number is used during the account creation process; it is not used for any other purpose." A note states: "▶ = Required". Below this are several input fields: "First Name:" with a red arrow and a text box, "MI:" with a text box, "Last Name:" with a red arrow and a text box (with the note "(Apostrophes and hyphens are allowed.)"), "Social Security Number:" with a red arrow and a text box (with the note "(All nine numbers in any format.)"), "Confirm Social Security Number:" with a red arrow and a text box (with the note "(All nine numbers in any format.)"), and "Birth Month and Day:" with a red arrow, a dropdown menu showing "May", and another dropdown menu showing "24". "Next" and "Cancel" buttons are at the bottom.

ADP Employee Self-Service Registration

Please Note: 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. If all data is correct and you are still seeing this form, please contact the Human Resources Dept for more information. If this screen does not appear, proceed to the next step.

The screenshot shows the ADP logo at the top left. Below it is the heading "Register for ADP Services" and the instruction "Please enter the following information to register for ADP services." A grey bar indicates "Step 2 of 6". On the left, a vertical list of steps is shown, with "2. Verify Your Identity" highlighted. The main content area is titled "Verify Your Identity" and contains the text: "We need some more information in order to verify your identity. Please complete the information on this page." Below this, it says "▶ = Required". There are two sections: "A. Select a Service" with a dropdown menu set to "ADP Self-Service", and "B. ADP Self-Service Information" with the text: "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." There are two input fields for "Employee ID:" and "PIN:". At the bottom are "Next" and "Cancel" buttons.

6. Complete the fields on the Contact Information screen and click **Next**. Your username and eTime messages will be sent to the E-mail address that you enter. *Note: Include your area code and dashes in your phone number. You may enter your work phone number.*

The screenshot shows the ADP logo at the top left. Below it is the heading "Register for ADP Services" and the instruction "Please enter the following information to register for ADP services." A grey bar indicates "Step 3 of 6". On the left, a vertical list of steps is shown, with "3. Enter Your Contact Information" highlighted. The main content area is titled "Enter Your Contact Information" and contains the text: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this, it says "▶ = Required". There are five input fields: "First Name:", "MI:", "Last Name:", "Business/Personal E-Mail:", and "Confirm E-Mail:". The "Last Name:" field has a note: "(Apostrophes and hyphens are allowed.)". The "Business/Personal E-Mail:" field has a note: "(This e-mail address is only used for notifications.)". The "Phone:" field has a note: "(Area code and number in any format.)". At the bottom are "Next" and "Cancel" buttons.

ADP Employee Self-Service Registration

- Complete all the fields on your Security Information and click **Next**.
The security questions and answers are used if you forget your logon credentials.
Please Note: Only type in your city/town of birth- your information will not be accepted if you include a comma or state. For example Brunswick, GA will not be accepted.

The screenshot shows the 'Step 4 of 6' registration screen. The left sidebar lists steps 1 through 6, with step 4, 'Enter Your Security Information', highlighted. The main content area is titled 'Enter Your Security Information' and 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'. 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. The footer includes 'Copyright © 2007 ADP Inc.', 'PRIVACY & SECURITY', and 'LEGAL'.

- The 'View Your User ID & Create Your Password' screen will appear. Your User ID is displayed. The User ID is not case sensitive.
- Create your password in the **Create Password** field. 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. Re-enter your password in the **Confirm Password** field and click **Submit**.

The screenshot shows the 'Step 5 of 6' registration screen. The left sidebar lists steps 1 through 6, with step 5, 'View Your User ID & Create Your Password', highlighted. The main content area is titled 'View Your ADP Services User ID' and includes instructions: '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 address you provided.' It also states 'Note: Your user ID is not case-sensitive.' The 'User ID:' field is circled in red and contains the text 'L'. Below this is the 'Create Your ADP Services Password' section, which includes 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 states '▶ = Required'. The form contains the following fields: 'Create Password:' with a text input field and '(Example: Password01)'; and 'Confirm Password:' with a text input field. At the bottom, there are 'Submit' and 'Cancel' buttons. The footer includes 'Copyright © 2007 ADP Inc.', 'PRIVACY & SECURITY', and 'LEGAL'.

Hint: Please make certain to write down your new User ID and memorize your password.

ADP Employee Self-Service Registration

The Confirmation page will appear. Congratulations, you are now registered for Self-Service!

The screenshot shows the ADP logo at the top left. Below it is the heading "Register for ADP Services" and a sub-heading "Please enter the following information to register for ADP services." A progress bar indicates "Step 6 of 6". On the left, a list of steps is shown, with "6. Confirmation" selected. The main content area features a yellow success message: "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." A section titled "Log On to an ADP Service" contains 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 text is a radio button labeled "Your ADP Service" and two buttons: "Log On" and "Close". A section titled "Add ADP Services" contains 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 text is a radio button labeled "ADP Service" and a button: "Add Another Service".

Thank you for taking the time to register for the ADP Self Service!

Please make certain all of your co-workers, student workers, faculty members, College Work Study Students, and casual labor employees have registered.

Now go to the instructions to add eTime.