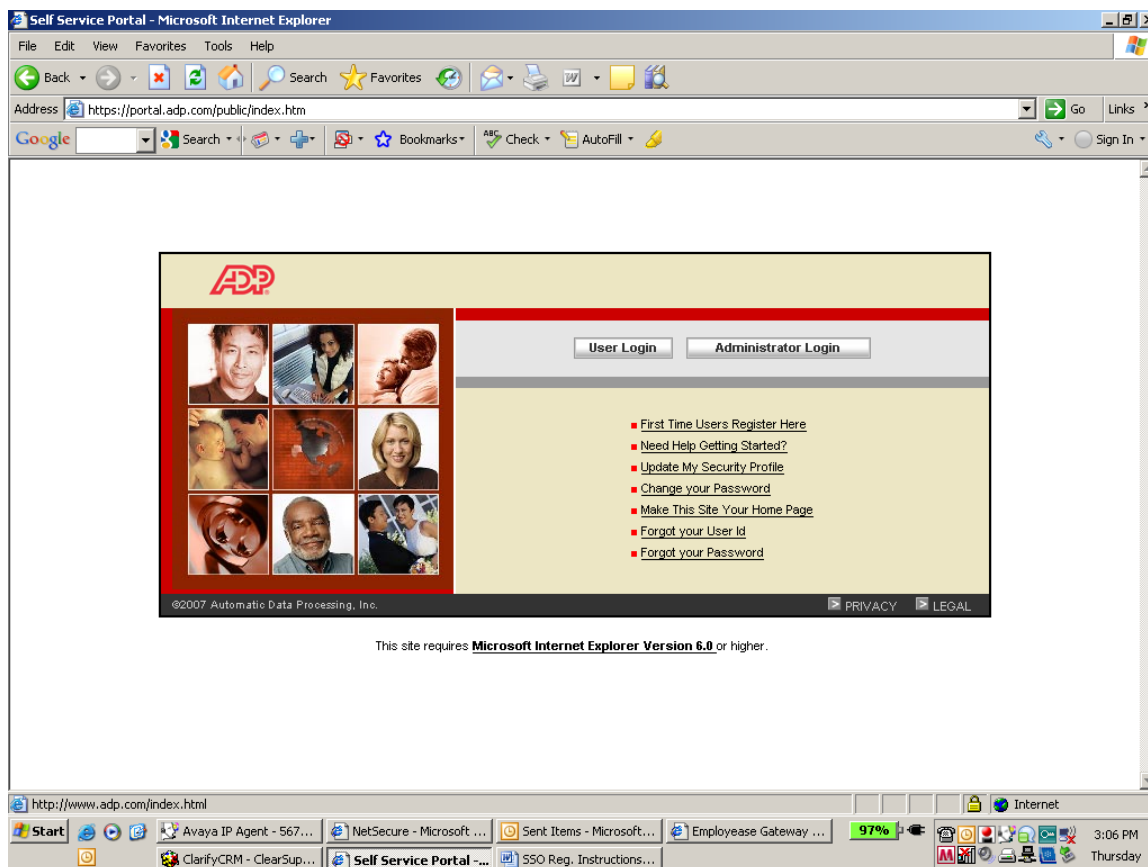


Employee Self Service Registration

1) In your Internet Explorer browser (Do not use Firefox), go to <https://portal.adp.com> and click on the “**First Time User Registration**” link to begin your Employee Self Service Registration.



2) Click on “Register Now”

https://netsecure.adp.com - Register for ADP Services - Microsoft Internet Explorer

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.

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Start | Avaya IP Agent - 567... | NetSecure - Microsoft... | Sent Items - Microsoft... | Employease Gateway... | 97% | Internet | 2:56 PM Thursday

ClarifyCRM - ClearSup... | Login - Microsoft Inter... | Document1 - Microsoft... | https://netsecure....

3) Enter your Registration Pass Code “**CSU-0115**”. Click “Next”

https://netsecure.adp.com - Register for ADP Services - Microsoft Internet Explorer

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 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 Registration Pass Code

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.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

Next

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Done Start Avaya IP Agent - 567... NetSecure - Microsoft... Sent Items - Microsoft... Employease Gateway... 97% Internet 2:57 PM Thursday

ClarifyCRM - ClearSup... Login - Microsoft Inter... Document1 - Microsoft... https://netsecure...

4) In the drop down menu select “**Social Security Number**”. Verify your identity by entering your Legal First & Last name, Social Security Number and Date of Birth. Click “Next”.

The screenshot shows a web browser window with the address bar displaying "https://netsecure.adp.com - Register for ADP Services - Microsoft Internet Explorer". The page header features the ADP logo and the title "Register for ADP Services". Below the header, it says "Please enter the following information to register for ADP services." and "Step 2 of 6".

The main content area is titled "Verify Your Identity" and includes the following text: "Your Social Security number is used during the account creation process; it is not used for any other purpose." and "Note: You may enter your Individual Taxpayer Identification Number (ITIN) in place of a Social Security number." Below this, it indicates "Required" fields.

The form contains the following fields:

- First Name:** A text input field with a red arrow icon to its right. A tooltip indicates: "(Your legal first name; do not enter a nickname.)".
- Last Name:** A text input field with a red arrow icon to its right. A tooltip indicates: "(Apostrophes and hyphens are allowed.)".
- Social Security Number:** A text input field with a red arrow icon to its right. A tooltip indicates: "(All nine numbers in any format.)".
- Confirm Social Security Number:** A text input field with a red arrow icon to its right. A tooltip indicates: "(All nine numbers in any format.)".
- Birth Month and Day:** Two dropdown menus with red arrow icons to their right.
- MI:** A small text input field.

At the bottom of the form, there are two buttons: "Next" and "Cancel".

The footer of the page includes "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL" links.

The Windows taskbar at the bottom shows the Start button, several open applications (Avaya IP Agent, NetSecure, Sent Items, Employease Gateway, ClarifyCRM, Login, Document1), and the system tray with a 97% battery level, the date "Thursday", and the time "2:57 PM".

5) Enter you contact information. Then Click “Next”.

The screenshot shows a web browser window with the URL <https://netsecure.adp.com>. The page title is "Register for ADP Services" and the ADP logo is visible in the top left. The main heading is "Register for ADP Services" with a sub-instruction: "Please enter the following information to register for ADP services." The current step is "Step 3 of 6" titled "Enter Your Contact 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 (highlighted), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area includes a note: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this, a red arrow indicates that the following fields are required. The fields are: First Name (with a red asterisk), Last Name (with a red asterisk), Business/Personal E-Mail (with a red asterisk), Confirm E-Mail, and Phone. The First Name, Last Name, and E-Mail fields contain redacted text. The Confirm E-Mail and Phone fields are empty. At the bottom of the form are "Next" and "Cancel" buttons. The footer of the page contains "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY", and "LEGAL" links. The Windows taskbar at the bottom shows the Start button, several open applications (Avaya IP Agent, NetSecure, Sent Items, Employease Gateway, ClarifyCRM, Login, Document1), and the system tray with a 97% battery level, the time 2:58 PM, and the date Thursday.

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:

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Start | Avaya IP Agent - 567... | NetSecure - Microsoft... | Sent Items - Microsoft... | Employease Gateway... | 97% | Internet | 2:58 PM Thursday

ClarifyCRM - ClearSup... | Login - Microsoft Inter... | Document1 - Microsoft... | <https://netsecure...>

6) Enter your security information for the system to verify your identity when password reset is necessary. Click "Next".

The screenshot shows a web browser window titled "https://netsecure.adp.com - Register for ADP Services - Microsoft Internet Explorer". The page header features the ADP logo and the title "Register for ADP Services". Below the header, it says "Please enter the following information to register for ADP services." The main content area is titled "Step 4 of 6" and "Enter Your Security Information".

On the left side, there is a vertical list of 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
6. Confirmation

The main content area contains the following text and form elements:

Enter Your Security Information

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.

Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth: ▶

Select a question from the list and enter your answer.

Security Question 1: ▶

Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

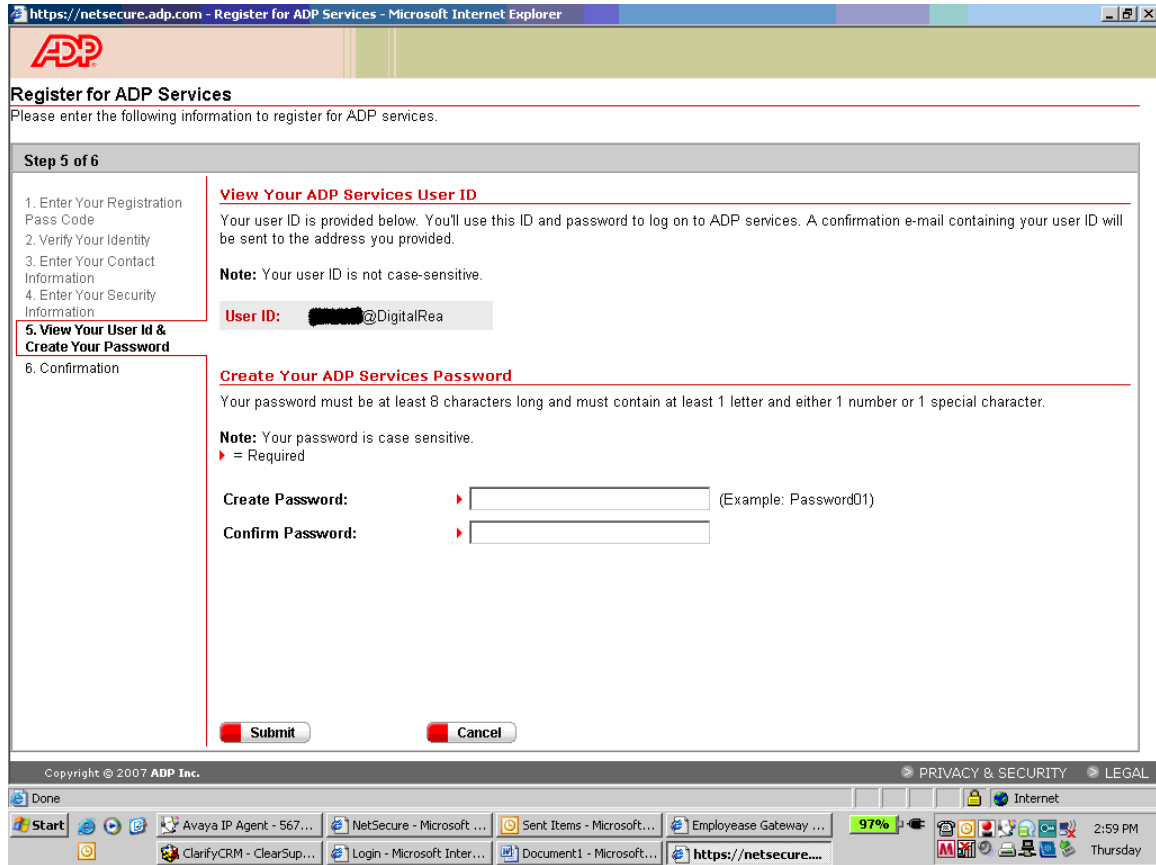
Answer 2: ▶

At the bottom of the form area, there are two buttons: "Next" and "Cancel".

At the bottom of the browser window, there is a footer with "Copyright © 2007 ADP Inc." and links for "PRIVACY & SECURITY" and "LEGAL".

The Windows taskbar at the bottom shows the Start button, several open applications (Avaya IP Agent, NetSecure, Microsoft Word, etc.), a system tray with a 97% battery indicator, and the date/time: 2:58 PM Thursday.

7) View your user ID and create your own unique password. Click “Submit”.



- Once you get to the Confirmation screen, click **Portal Logon**
- If you have any questions, feel free to contact us in HR @ 8047.