

Employee Self Service Quick Reference Card

Contents

Self Service Registration (Updated!)	2
Activate Your Email Address (Updated!)	7
Activate Your Mobile Phone (Updated!)	8
Need Help? Forgot Your Password?	9
Need Help? Forgot Your User ID?	15

Self Service Registration (Updated!)

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.

You will need your registration code (for example acme-abc1 or 9A7B632F) and the URL of your ADP service web site. Be sure to keep them handy.

On your ADP service web site, click the link to register for ADP services. Complete the following steps:





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		John Smith	Register for ADP Se	rvices
by ADP?			Enter your contact infor	mation How will this be used
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Notifications from your organization or ADP will be sent to this email/mobile phone. You

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www.waterianory	an and the source and the source of the sour
has-sentroous-continentitiones-same to	ADP Security Management.

Your registration is complete. You can use your user ID and password to access your ADP service.

You must activate your email and mobile phone number to receive important notifications from your organization or ADP. Manage your account information to keep it accurate.

Activ ate Your Email Address

(Updated!)

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.



Activate Your Mobile Phone (Updated!)

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Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your password, yo μ v μ Z ^

Reset Your Password		
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	Step 2 of 5: Select Reset Method	
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	Select the contact information to which you have imm	ediate access to continue this process.
	Reset Method: *	
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email address::jxxxxx@adp.com		 Send a temporary password to my
r security, the password you enter will be masked.)		Reset my password online (For you
		Nexton

Note: Depending on the reset method you select, the next set of steps will differ.

Using your activated mobile phone number or your email address

3. Enter the answer to your security question(s) to continue.

Reset Your Passwor	rd							
	Step 1 Identify Yourself	Step 2 Step 3 Step 4 Step 5 Select Reset Method Verify Information Reset Password Confirmation						
Enten the answer to the security question. Answers are not case sensitive.								
	Question: What was your childhood nickname that most people do not know?							
	Answer:*							

4. Upon successful verification of your security answer(s), a temporary password will be sent to your mobile phone number or email address.

Use your temporary password to log in to your ADP service and choose your new password wh	ien prompte	ed.					
Note: If you are unable to reset your password, try a different option. If the problem persists,	} v	. } h	}	Ρ	v]Ì]	u]v]

Need Help? Forgot Your User ID?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your user ID, yo μ v μ Forgot your user ID Mink on your ADP service web site to retrieve your user ID. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Complete the following steps.

1. Enter your first name and last name exactly as they exist in your } P v] ì rec@r@svE[ter an email address or mobile phone number associated with your account.

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	Step 1	Step 2	Ste	ep 3	Step 4	100	1990 19
4: Identify Yourself			ana antina sa il sudd	inter a la come a come	and the second		joicepo il cofi
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	Previous	I Next	- Done-	Cancel			

2. Select the delivery method to retrieve your user ID:

- **x** Request your user ID to be sent via email to your email address.
- **x** Request your user ID to be sent as a text message to your mobile phone number.
- **x** Request to answer a security question and retrieve your user ID on the screen.

Note: If your email is shared with other users in your organization, you must use the option to retrieve your user ID on the screen.

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Note: Depending on the method you select, the next set of steps will differ.

Using the option to display your user ID on the screen

3. Enter the answer to your security question to continue.

Retrieve Your User ID			
Step 1 Step 2	Step 3	Step 4	
		Step 3 of 4: Verify Information	
		Foten the answer to the security question TAris	vers are not case sensitive
Ouestion: In what city was	your mother hern? (Enter full name of ri	the second s	
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Previous Firext	-cancer		

Upon successful verification of your security answer, your user ID will be displayed on the screen.

Congratulations! You have successfully retrieved your user ID. Use your user ID to log in to your ADP service account. Note: If you are unable to retrieve your user ID, try a different option. If the problem persists, contact your } P v]administigation for assistance.