



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:



Enter Registration code.

DPU REGISTRATION CODE: mydepauw-ipay

John Smith Register for ADP Services

by ADP? Enter your contact information [How will this be used?](#)

any.com Work Personal Email address* john.smith@stestdoom

000-000-0000 Work Personal Mobile phone number* United States

I agree to ADP's Text Messaging Terms and Conditions

ser ID and create a password [View your u](#)

jsmith@ACMEJM User ID*

Password*

Confirm password*

Madrid Your answer*

In what city was your mother born? (Enter full name of city only) Question 2*

New York

Question 3*

Your answer*

Notifications from your organization or ADP will be sent to this email/mobile phone. You

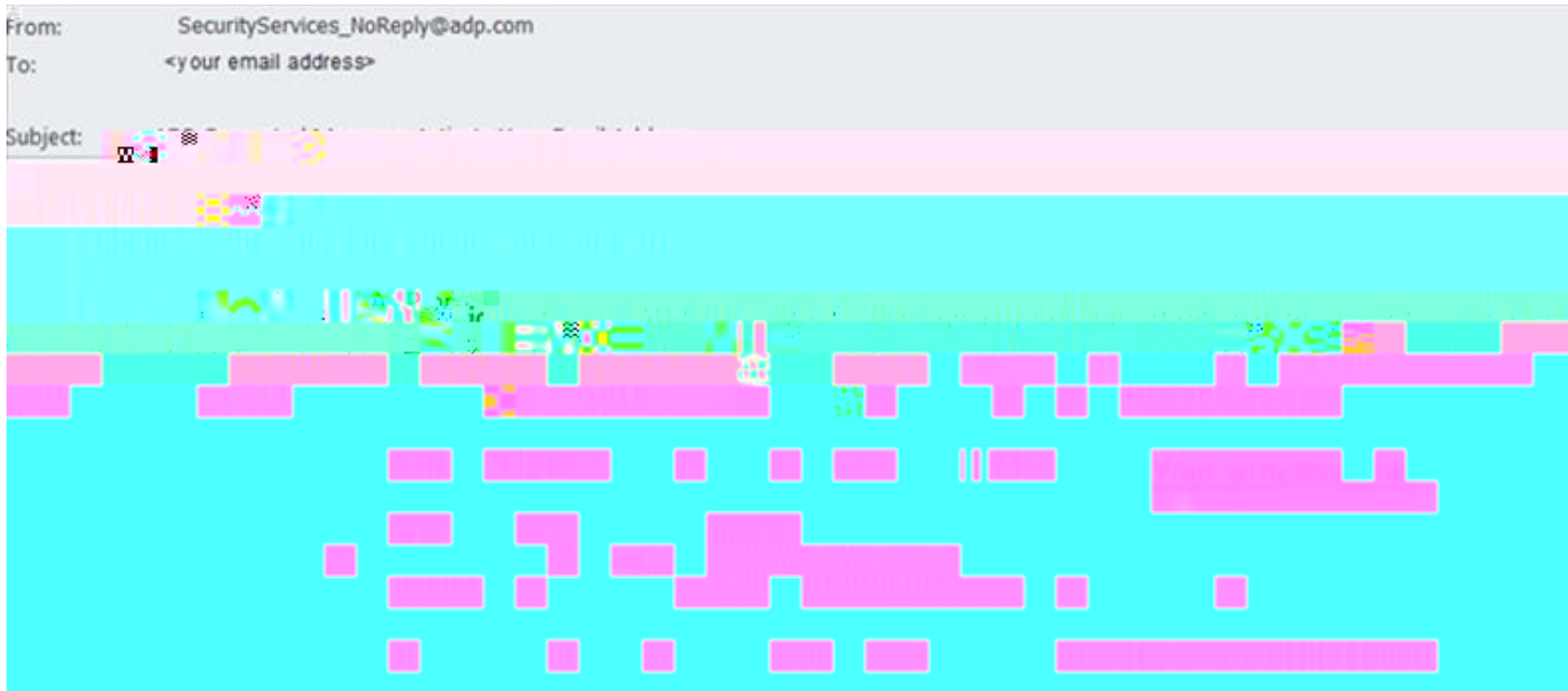


Your registration is complete. You can use your user ID and password to access your ADP service.

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.

Activate 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.

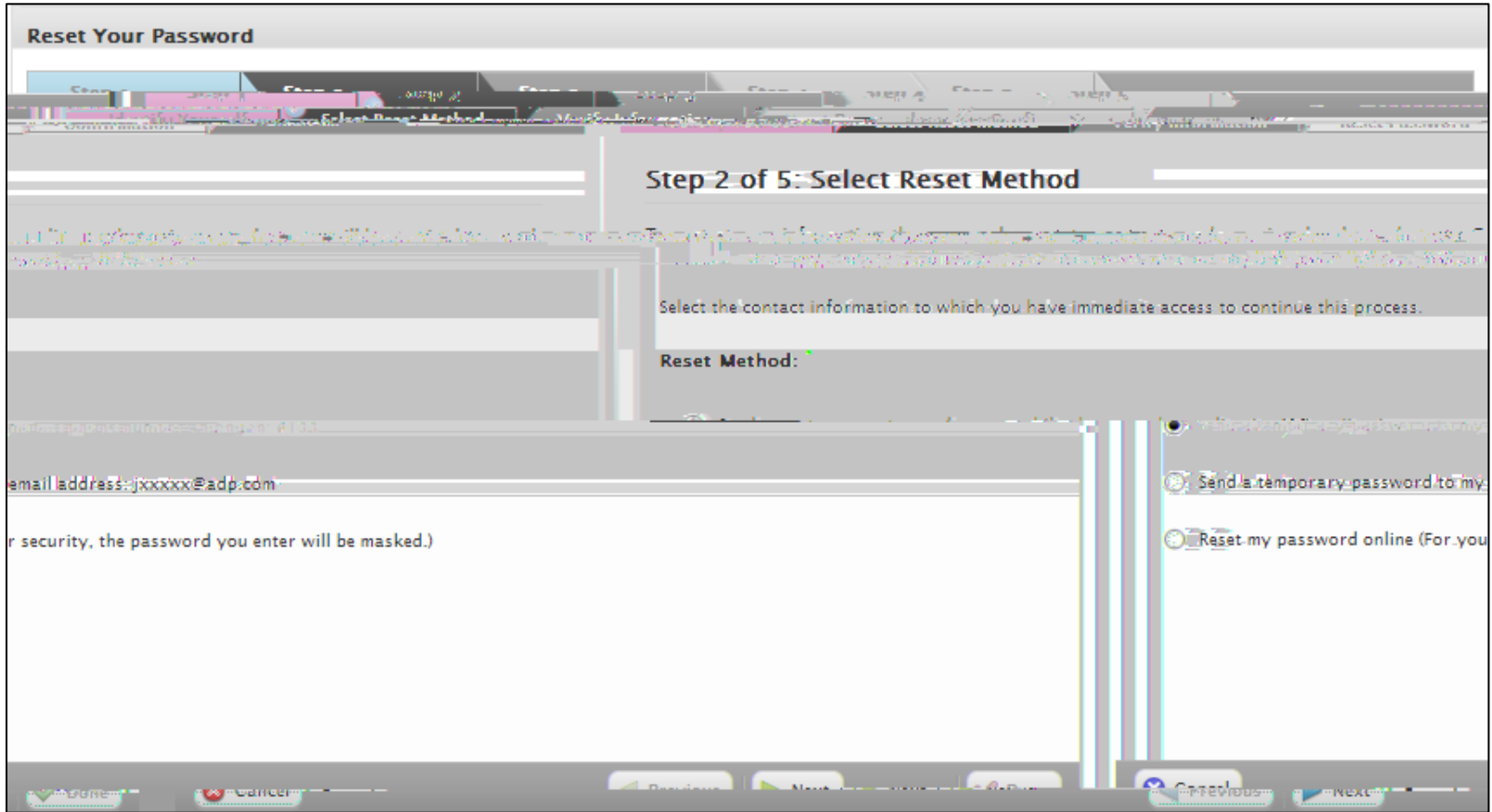


Activate Your Mobile Phone (Updated!)

If yo

Need Help? Forgot Your Password?

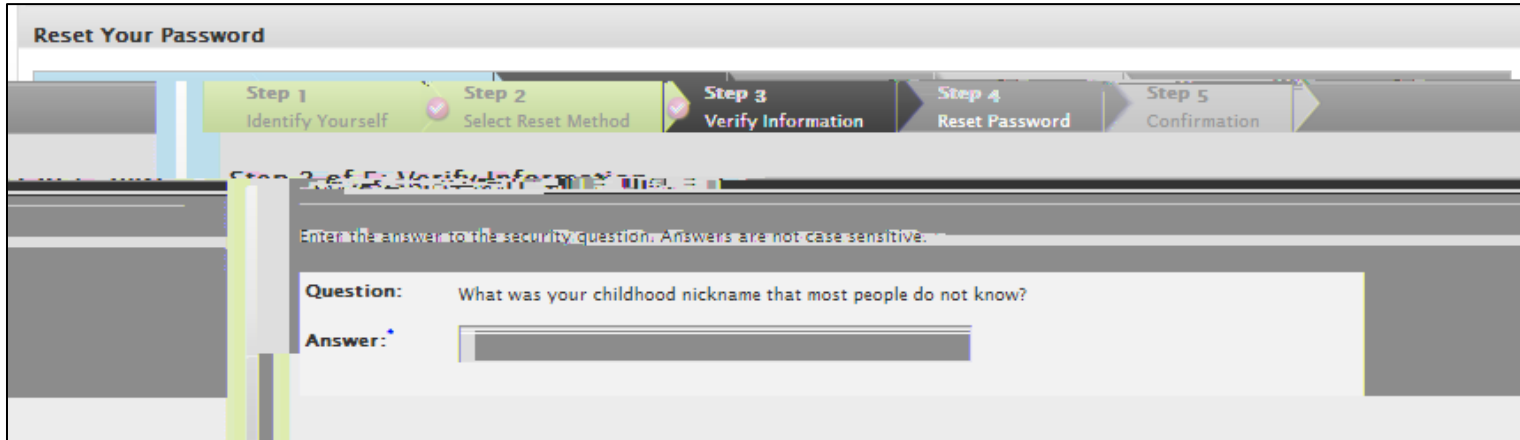
Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your password, you can use the "Forgot Your Password" link to reset your password.



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.



- 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 when prompted.

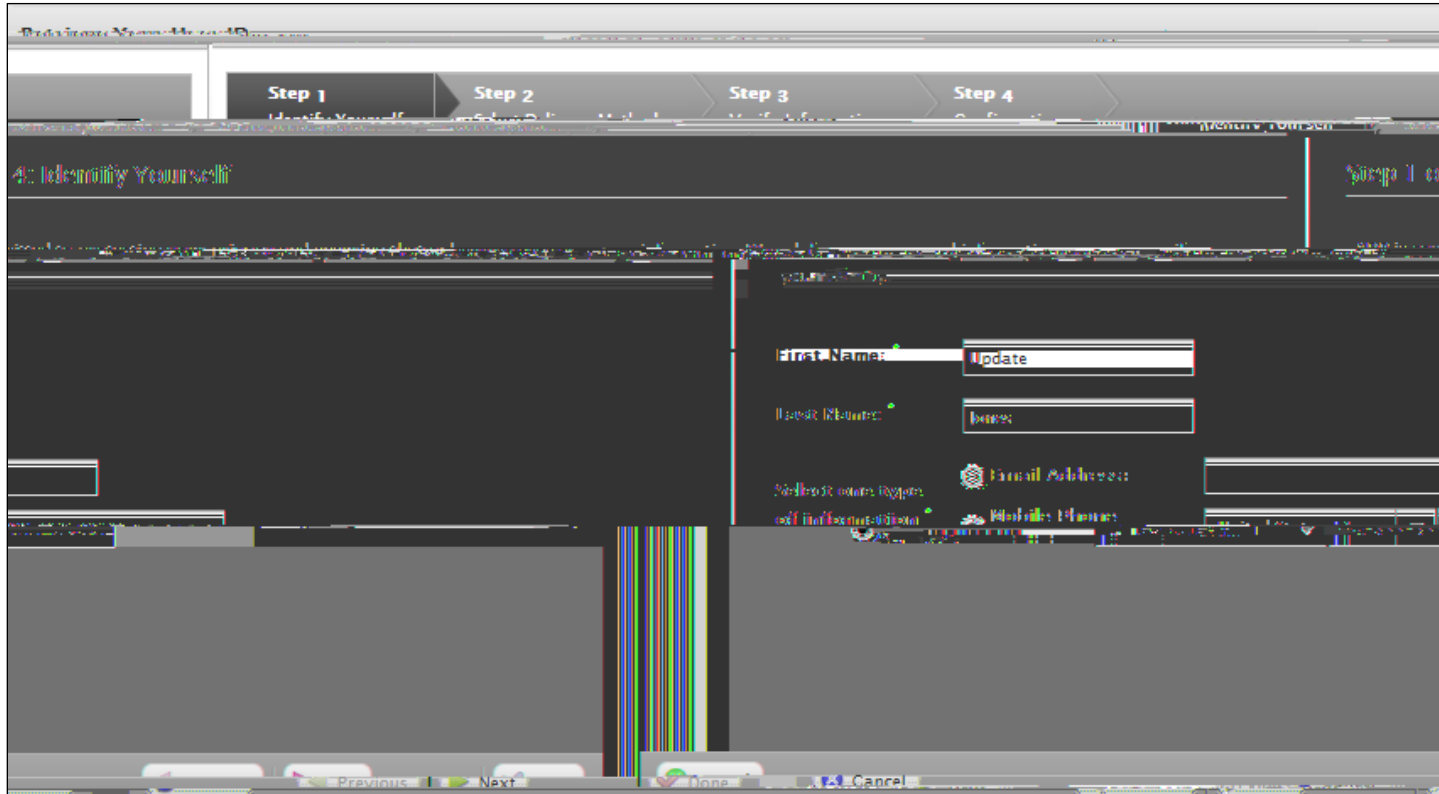
Note: If you are unable to reset your password, try a different option. If the problem persists, } v } μ } P v] î] } v [u] v]

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, you can use the **Forgot Your User ID** link 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.

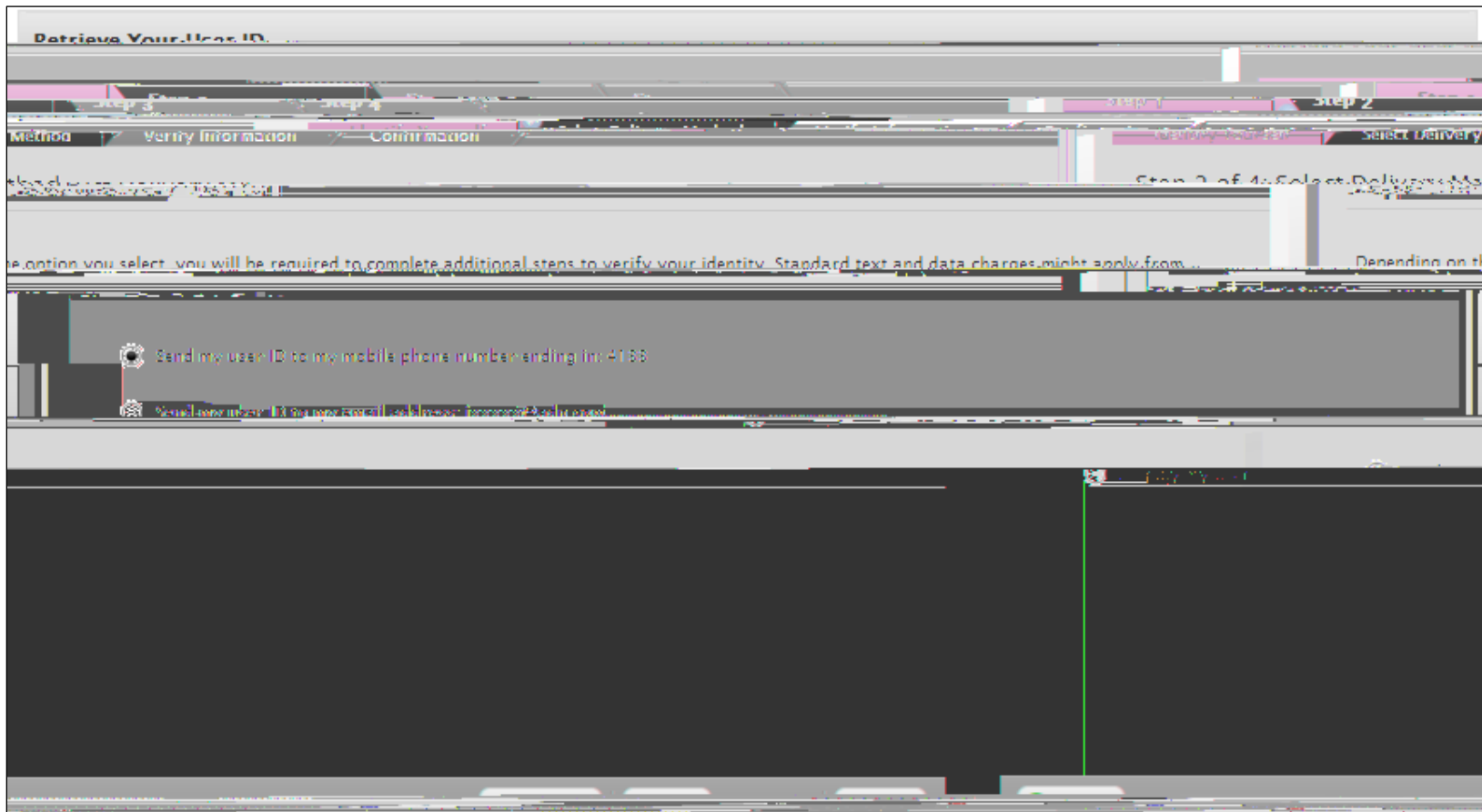
1. Enter your first name and last name exactly as they exist in your records. Enter an email address or mobile phone number associated with your account.



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.

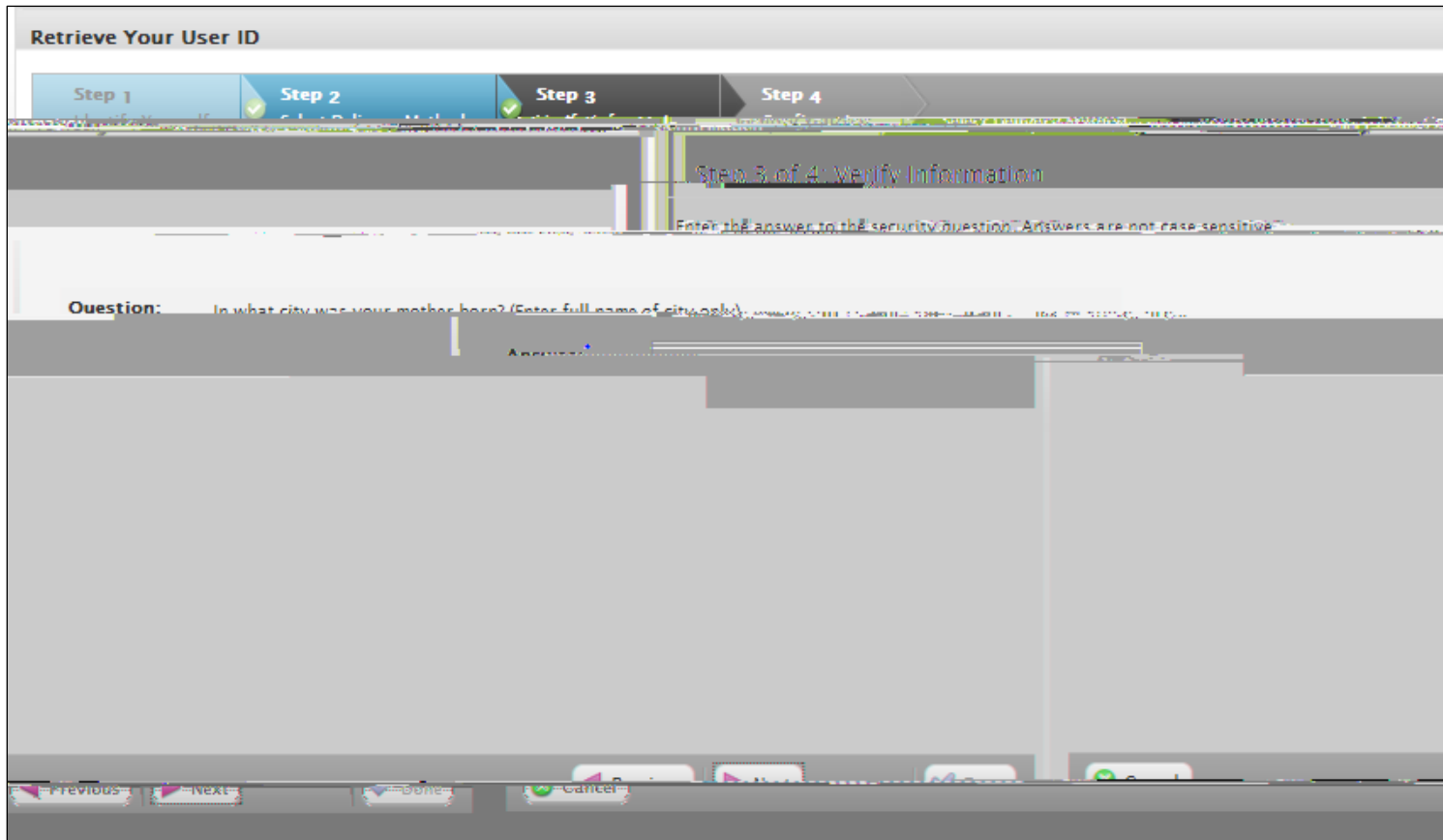
Note: If your email is shared with other users in your organization, you must use the option to retrieve your user ID on the screen.



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.



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 administrator for assistance.