Single Sign-On Self Registration Guide

Go to: https://portal.adp.com

ADP
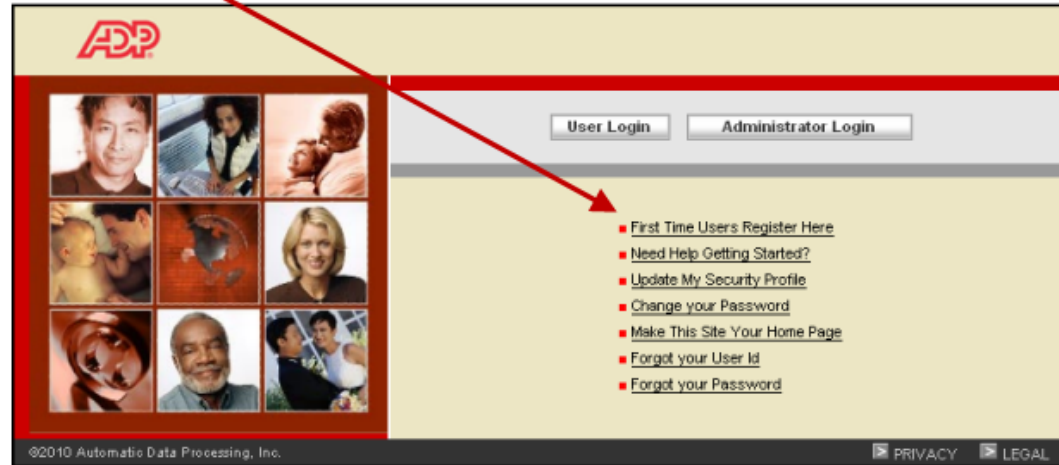
Welcome!

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`

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]

Already Registered? `Add a Service`

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

Privacy & Security
- Our Security Commitment
- ADP Privacy Statement
- Legal Information

ADP

Register for ADP Services

Please enter the following information 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 & 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**]

Enter the Self Registration Pass Code, then click 'Next'

Your registration Pass Code is SCHAFERCOR-IPAY

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

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.

I want to verify my identity using my: Social Security Number (SSN)

Your SSN is used to identify you during the account creation process; ADP does not share your personal information collected through this site with any third-party vendor.

▶ = Required

First Name: ▶ [   ] (Your legal first name; do not enter a nickname.)

Middle Initial: [   ]

Last Name: ▶ [   ] (Apostrophes and hyphens are allowed.)

SSN: ▶ [   ] (All nine digits in any format)

Confirm SSN: ▶ [   ] (All nine digits in any format)

[Next]   [Cancel]

Enter your personal information, then click **'Next'**

Register for ADP Services

Please enter the following information 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 & 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.
If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶
Middle Initial:
Last Name: ▶
Business/Personal E-Mail: ▶ [   ]   (This e-mail address is only used for notifications.)
Confirm E-Mail: ▶ [   ]
Phone: [   ]   (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

[Next]   [Cancel]

Enter your contact information, then click **'Next'**

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Register for ADP Services

Please enter the following information 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 & Create Your Password
6. Confirmation

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: ▶ [   ] (Do not enter the state.)

Select a question from the list and enter your answer. Important: Security answer must be at least 4 characters long and is not case sensitive.

Security Question 1: ▶ [▾]

Answer 1: ▶ [   ]

Select a different question from the list and enter your answer. Important: Security answer must be at least 4 characters long and is not case sensitive.

Security Question 2: ▶ [▾]

Answer 2: ▶ [   ]

[Next]   [Cancel]

Enter your security information, then click **'Next'**

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Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 of 6

View Your ADP Services User ID

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.

Note: Your user ID is not case-sensitive.

User ID:

Create Your ADP Services Password

Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive.

Note: Your password is case sensitive.

▶ = Required

Create Password: ▶ [   ]

Confirm Password: ▶ [   ]

[Submit]   [Cancel]

Enter a compatible password, then click **'Submit'**

ADP

Register for ADP Services

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2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
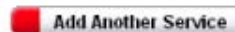5. View Your User ID & Create Your Password
6. Confirmation

☑ Thank you for registering!
An e-mail containing your User ID has been sent to the address you provided.

⚠ To ensure access to all your ADP services, complete the **Add ADP Services** section before you close this window or log on.

Add ADP Services

The following additional ADP services are not yet available to you. To gain access to a service, click **Add Another Service**.

▪ **ezLaborManager**

[**Add Another Service**]

Log On to an ADP Service

The following ADP services are currently available to you. To use a service, select it and click **Log On**. If you want to log on later, click **Close**.

◉ **ADP Portal**

[**Log On**]   [**Close**]

Registration complete, click '**Close**'

PRIVACY & SECURITY   LEGAL