

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 will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, your administrator you will need the following information:

- ADP Self-Service website – <https://portal.adp.com>
- Registration pass code – **USG-6775**

Open your company's registration web site address and click **First Time Users Register Here**.



**Note:** This is an example; your page may look different depending on the product you are registering for.

Enter your Registration Code:  
**USG-6775** and click **Next**.

**ADP**

Register for ADP Services

**Step 1**  
Begin Registration

Step 2  
Verify Identity

Step 3  
Get User ID & Password

Step 4  
Select Security Questions

Step 5  
Enter Contact Information

Step 6  
Enter Activation Code

Step 7  
Review and Submit

Step 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

Previous Next Submit

**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:

Your SSN is used during the account creation process; it is not used for any other purpose.

**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)


**Date of Birth:**

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Select SSN, ITIN, or EIN.

Enter your name, Social Security number and Date of Birth. Then click **Next**.

**Note:** Enter your name exactly as it appears in your employer's records.



### 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. 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.)

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Enter your e-mail address and click **Next**.

Your phone number is optional.

**ADP**

**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 4 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 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

**Birth Month and Day:** ▶  (Month) ▶  (Day)

**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:** ▶

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You will only be asked for this information if it has not been previously provided to ADP.

Enter your place of birth.

Select your security questions, enter your answers, and then click **Next**.

**Important:** The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. Answers to security questions must be at least four characters in length.

You should make a note of your answers and keep them in a safe place.

Your user ID is displayed.

Create your password and click **Submit**.

**Important:** You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.

**ADP**

**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 5 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

**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:** bbailey@deb438fd

**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:

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**ADP**

### Register for ADP Services

Please enter the following information to register for ADP services.

**Step 6 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**

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

#### 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

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Select the service you want to use and click **Log On**.

Thank you for registering to use ADP Services!

## Adding eTime Via Netsecure

- Obtain your ADP Employee ID number by logging into <https://portal.adp.com>.
- Click the “Personal Information” drop down
- Click “General”
- Write down your Employee ID number which will be listed under your name
- Navigate to: <https://netsecure.adp.com/public/isi/index.html>
- Enter your ADP User Id and Password

ADP

Welcome to ADP

User Login Admin Login

Enter your user ID and password to log in

User ID

Password

Log In

(Forgot your user ID?) (Forgot your password?)

First Time User?

Register Here or Help Getting Started

Privacy Legal Requirements

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• Next Select **Manage My**

ADP Welcome, [redacted]

Help Exit

Manage My Profile Change My Password Manage My Services

**Manage My Profile**

Contact Information

First Name: [redacted] MI: [redacted] Last Name: [redacted]  
 (This e-mail address is only used for notifications.)  
 Business/Personal E-Mail: [redacted] (Area code and number in any format) (Example: +1(416) 555-5555)  
 Phone: [redacted]  
 Country: [redacted] (This address is only used for notifications.)  
 Business Address 1: [redacted]  
 Business Address 2: [redacted]  
 Business Address 3: [redacted]  
 City/Town: [redacted]  
 State/Province/Territory: [redacted]  
 Home ZIP/Postal Code: [redacted]

Security Information  
 The following information is used if you forget your user ID and/or password.

City/Town of Birth: [redacted]  
 Birth Month and Day: [redacted]

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: [redacted]  
 Answer 1: [redacted]

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: [redacted]  
 Answer 2: [redacted]

Services Save Reset

• Next Select **Add or Delete**

- Select add if this is your first time using eTime
- Select delete and then re-add if your eTime needs to be reactivated

- Manage My Profile
- Change My Password
- Manage My Services

### Manage My Services


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The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

**Important:** If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	<a href="#">Delete</a>
W2 Services	



- Enter your ADP employee ID number and select **Submit**

Manage My Profile

Change My Password

Manage My Services

**Verify Your Identity**

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

**Enterprise eTime Information**

Enterprise eTIME Employee ID: ▶  (Your Employee ID is provided by your manager or system administrator.)



Submit

Cancel



- When added successfully, you will receive the following

Manage My Profile

Change My Password

Manage My Services

**Manage My Services**

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

**Important:** If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Enterprise eTIME has been added successfully

Service	
Self Service	
iPayStatements	
Enterprise eTIME	<a href="#">Delete</a>
W2 Services	

- You may now return to the ADP Portal and access eTime
- Should you have any issues following the instructions, please call the Shared Services Center at 1-855-214-2644 and speak to a representative.