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.

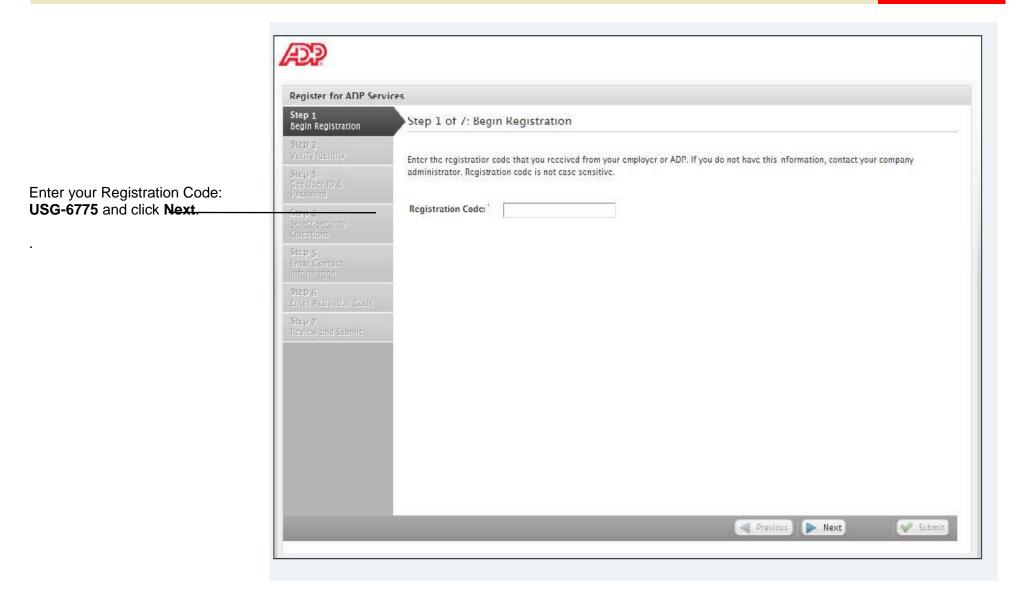
During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

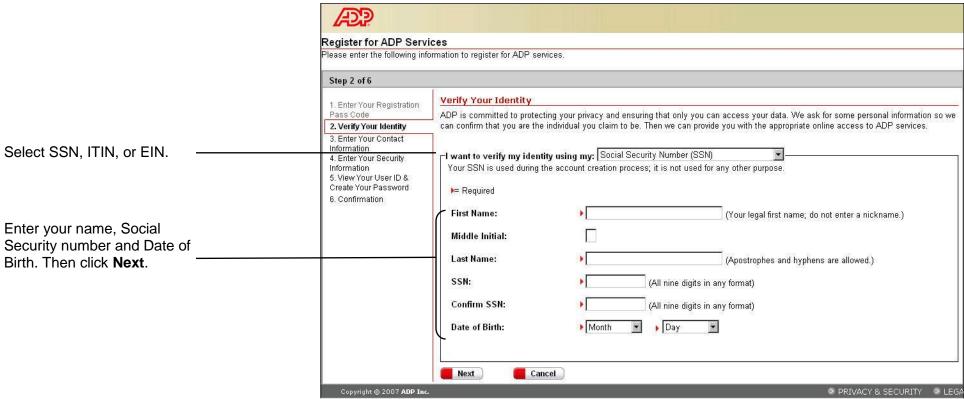
Before you register, your administrator you will need the following information:

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



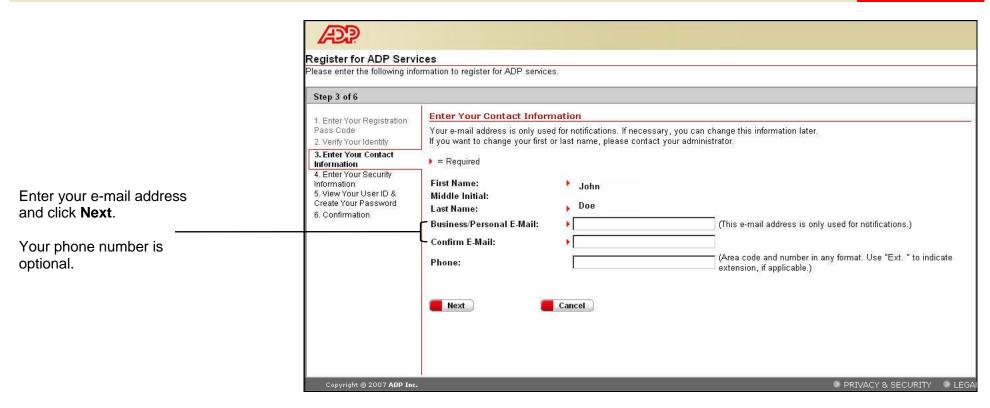
Note: This is an example; your page may look different depending on the product you are registering for.

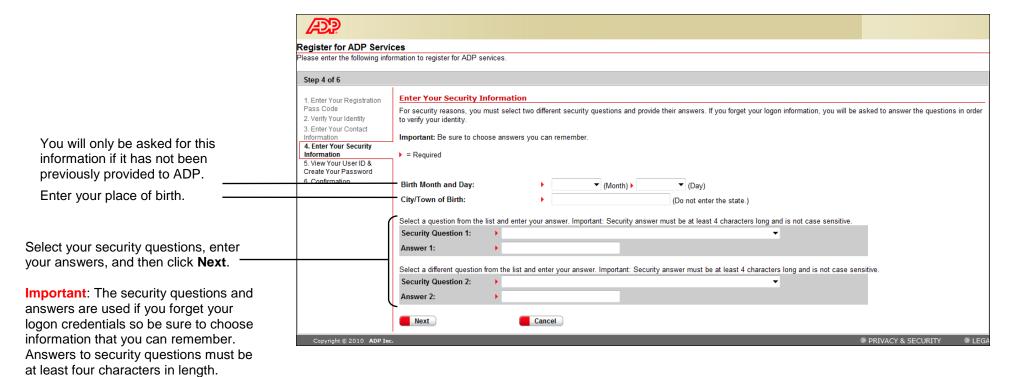




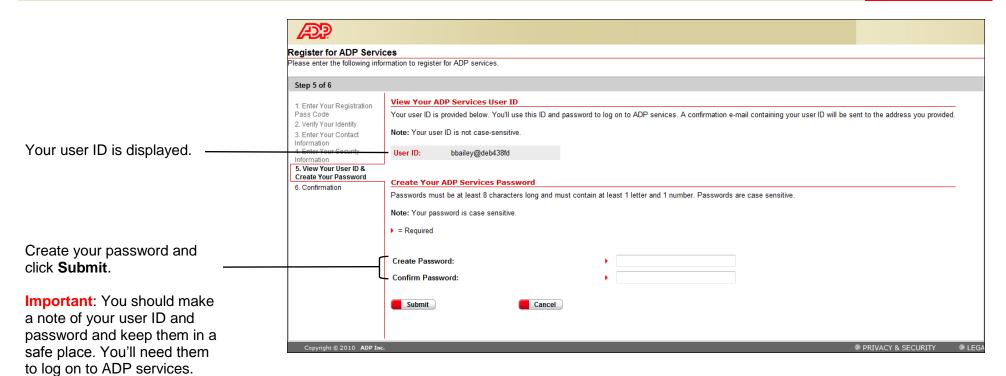
Note: Enter your name exactly as it appears in your employer's records.

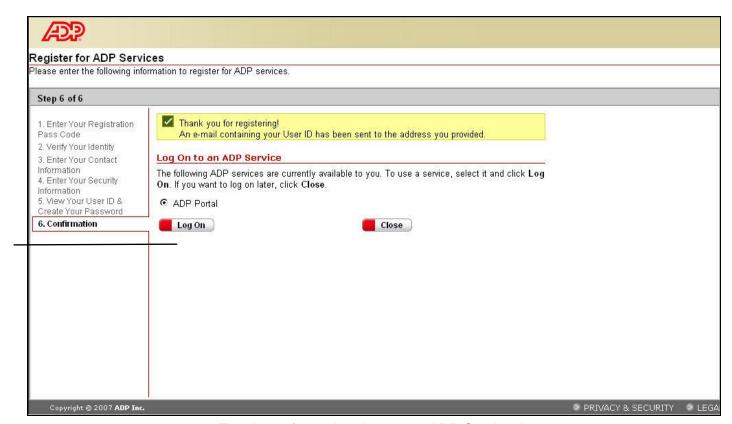






You should make a note of your answers and keep them in a safe place.





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

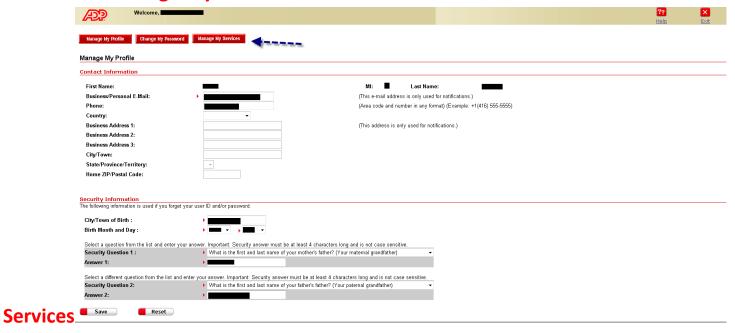
Thank you for registering to use ADP Services!

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



Next Select Manage My



- 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

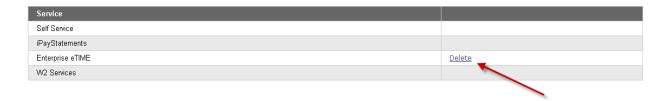


md Manage My Services

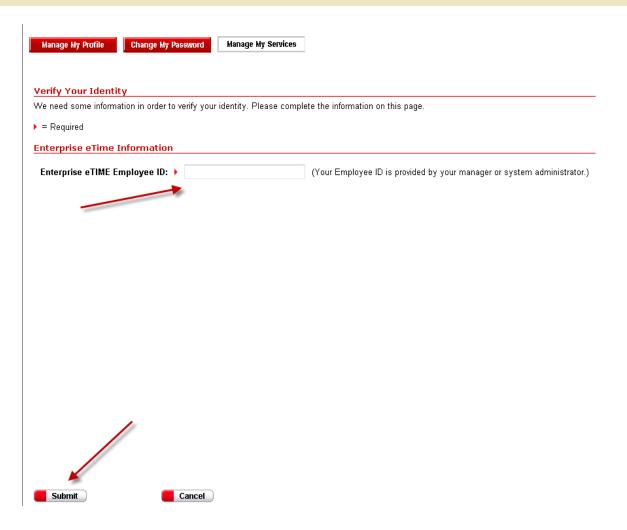
The following ADP services are currently available to you. To associate another service with your user account, click Add. To remove a service from your account, click Delete.

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.

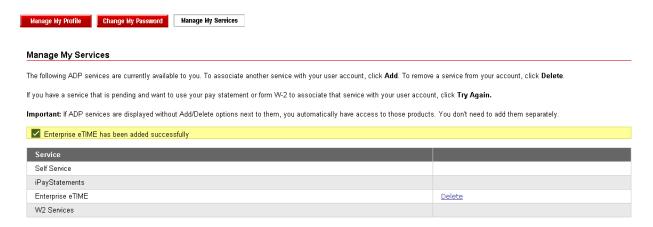
Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.



• Enter your ADP employee ID number and select Submit



When added successfully, you will receive the following



- 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.