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

Your phone number is optional.
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.
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](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
- Enter your ADP User Id and Password
• Next Select **Manage My**

Manage My/Profile

**Contact Information**

First Name:  
Last Name:  
Email Address:  
Phone:  
Country:  
Business Address 1:  
Business Address 2:  
Business Address 3:  
City/Town:  
State/Province/Territory:  
Home/ZIP/Mailing Code:  

**Security Information**

City/Town of Birth:  
Birth Month and Day:  
Select a question from the list and enter your answer. Important: Security answers must be at least 6 characters long and is not case sensitive.

Security Question 1:  
Answer 1:  
Security Question 2:  
Answer 2:  

Services

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 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 with Add/Remove options next to them, you automatically have access to those products. You don't need to add them separately.

<table>
<thead>
<tr>
<th>Service</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
</tr>
<tr>
<td>PayStatements</td>
<td></td>
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<tr>
<td>Enterprise tTIME</td>
<td>Delete</td>
</tr>
<tr>
<td>W2 Services</td>
<td></td>
</tr>
</tbody>
</table>

• Enter your ADP employee ID number and select Submit
• When added successfully, you will receive the following
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.

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- 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.