Adding eTime Via Netsecure

- 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 Services**

Manage My Profile

- First Name
- Last Name
- Email/Personal E-Mail
- Phone
- City/Town
- State/Province/Territory
- Home ZIP/Postal Code

Security Information

City/Town of Birth:
Birth Month and Day:

Select a question from the list and enter your answer. Important: Security questions must be at least 8 characters long and is not case sensitive.

Security Question 1:
What is the first and last name of your mother's father? (Your maternal grandfather)
Answer 1:

Security Question 2:
What is the first and last name of your father's father? (Your paternal grandfather)
Answer 2:

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 without Add/Delete 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>
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</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
</tr>
<tr>
<td>Pay Statements</td>
<td></td>
</tr>
<tr>
<td>Enterprise eTime</td>
<td>Delete</td>
</tr>
<tr>
<td>WD Services</td>
<td></td>
</tr>
</tbody>
</table>
• Enter your ADP employee ID number and select Submit

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 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.

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✓ Enterprise eTIME has been added successfully

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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.