

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 Services**

Welcome, [Redacted]

ADP 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.)
 (Area code and number in any format) (Example: +1(416) 555-5555)

Business/Personal E-Mail: [Redacted]
 Phone: [Redacted]
 Country: [Redacted]
 Business Address 1: [Redacted] (This address is only used for notifications.)
 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] What is the first and last name of your mother's father? (Your maternal grandfather)
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] What is the first and last name of your father's father? (Your paternal grandfather)
Answer 2: [Redacted]

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

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	Delete
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.)





- When added successfully, you will receive the following

[Manage My Profile](#)
[Change My Password](#)
[Manage My Services](#)

Manage My Services

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✓ Enterprise eTIME has been added successfully

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Delete
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.