Employees at ADP institutions, will access the OneUSG Connect - Benefits website through the ADP Portal.

**Step 1:** Log into the ADP Portal: [https://online.adp.com/portal/login.html](https://online.adp.com/portal/login.html)

**Step 2:** Go to the “Benefits” tab. Below is what employees will see on the Benefits page.

**Step 3:** Click on the tile that includes Savannah State University.

A username and password will have to be created on the first visit to the OneUSG Connect - Benefits site. That username and password must be used on all future visits to the site.