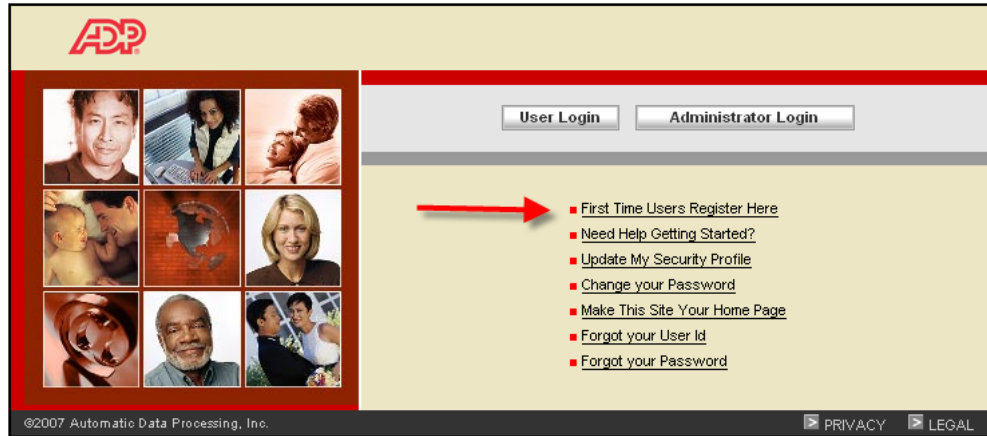


Welcome to ADP Employee Self Service!


In order to use this service you will need to register first. Please follow the steps below to register and obtain your User Login information.

Step 1: Go to the following URL: www.portal.adp.com
Click on First Time Users Register Here



This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

Click on Register Now



Welcome!

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

Ready to get started? [Register now](#)

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Already Registered? [Add a Service](#)

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.


Put in **TSRG-camocat** in the Registration Pass Code Field. Click Next.

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the text reads "Register for ADP Services" and "Please enter the following information to register for ADP services." The page is titled "Step 1 of 6". On the left, a vertical list of steps is shown, with "1. Enter Your Registration Pass Code" highlighted. The main content area is titled "Enter Your Registration Pass Code" and includes a note: "Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance." Below this is a "Note: The pass code is not case-sensitive." and a red arrow pointing to a text input field labeled "Registration Pass Code" with the example "Genco-1234abc". A "Next" button is located at the bottom left of the main content area.

Step 2: You will need to verify your identity. You have two options from what you want to verify my identity drop down box. The first choice is Employee ID. You can find this on your paystub. The second choice is your Social Security Number. It will also ask you for your Birthdate. **Note: Be careful to use the exact spelling of your name on your most recent paystub when filling out the First, Middle and Last Name fields. If this does not match your paystub, it will not allow you to continue.**

The screenshot shows the ADP registration interface for Step 2 of 6. At the top left is the ADP logo. Below it, the text reads "Register for ADP Services" and "Please enter the following information to register for ADP services." The page is titled "Step 2 of 6". On the left, a vertical list of steps is shown, with "2. Verify Your Identity" highlighted. The main content area is titled "Verify Your Identity" and includes a privacy notice: "ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services." Below this is a dropdown menu labeled "I want to verify my identity using my:" with "Employee ID" selected. A red arrow points to a "Required" indicator. Below are input fields for "First Name", "Middle Initial", "Last Name", "Employee ID", and "Date of Birth" (with dropdowns for Month and Day). A "Next" button and a "Cancel" button are at the bottom.

Step 3: Enter your contact information. Click Next.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information**
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later. If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name:

Middle Initial:


Last Name:

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone: (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

Step 4: Enter Your Security Information.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 4 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information**
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.

▶ = Required

City/Town of Birth: ▶

Select a question from the list and enter your answer.

Security Question 1: ▶


Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

Answer 2: ▶

Step 5: View Your User ID & Create Your Password



Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password**
- 6. Confirmation

View Your ADP Services User ID

Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID:

Create Your ADP Services Password


Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Your password may also contain these five special characters (-!@#%). Passwords are case sensitive.

Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ (Example: Password01)

Confirm Password: ▶

Step 6: Log on to an ADP service.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation**

Thank you for registering!
An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service

The following ADP services are currently available to you. To use a service, select it and click **Log On**. If you want to log on later, click **Close**.

Self Service