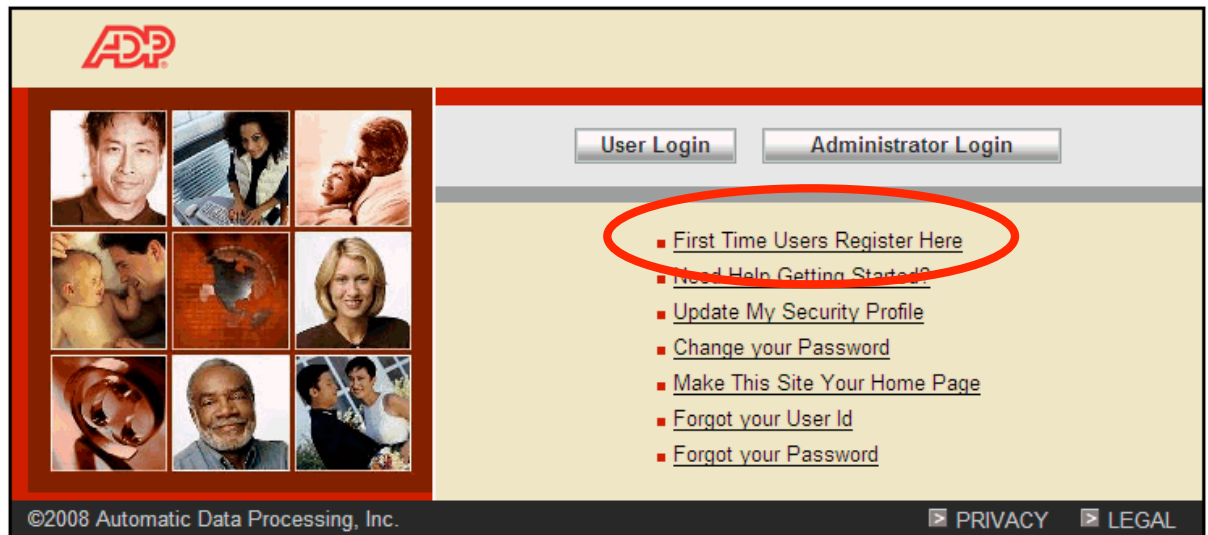
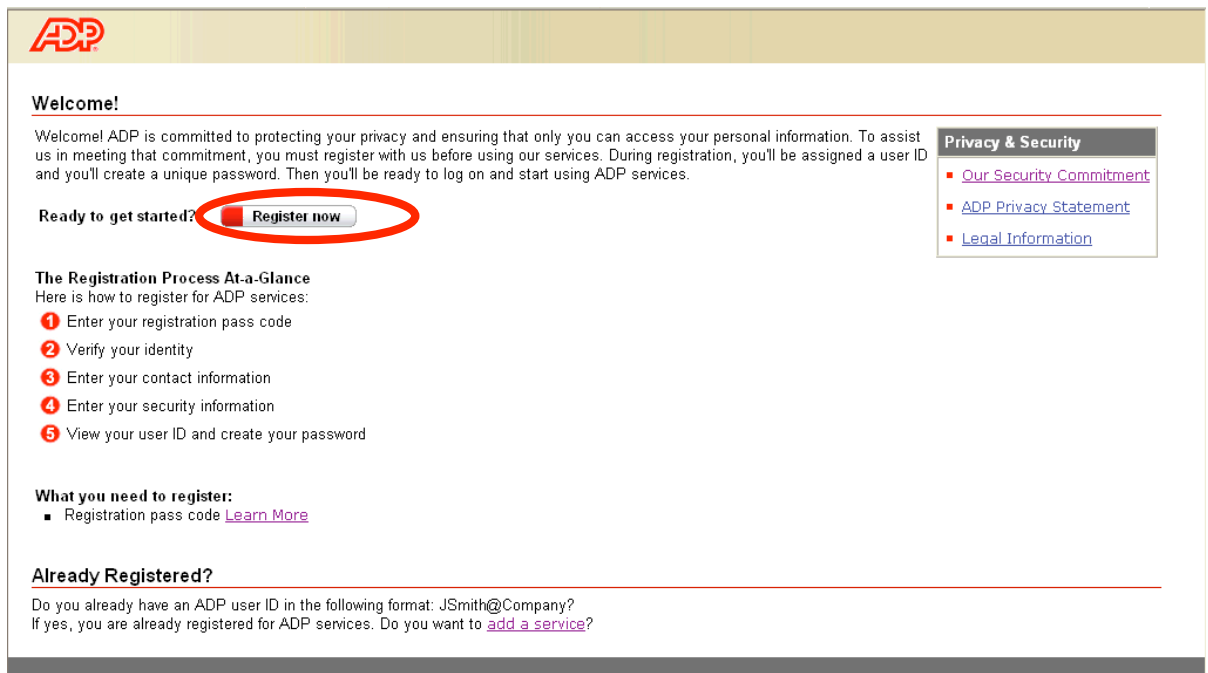


## Registering for Self Service

1. Click the **Employee Self Service** link on your institution's webpage.
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



4. Enter your **Registration Pass Code** and click **Next**.

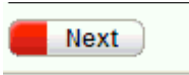
Note: Your Self Service Registration Pass Code was provided to you by your Human Resources Department.

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The current step is "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 contains the text: "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 icon followed by "= Required". A text input field is labeled "Registration Pass Code:" with a red arrow icon and a placeholder "(Example: Genco-1234abc)". At the bottom left, there is a "Next" button with a red arrow icon.

5. Select to verify with either your SSN or TIN, using the full number of digits.

The screenshot shows the ADP registration interface at "Step 2 of 6". The heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." The left sidebar shows "2. Verify Your Identity" highlighted. The main content area is titled "Verify Your Identity" and contains the text: "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 section "I want to verify my identity using:" with two radio buttons: "Social Security Number (SSN)" (selected) and "Individual Taxpayer Identification Number (ITIN)". A text box contains the note: "Your SSN is used during the account creation process; it is not used for any other purpose." Below this is a red arrow icon followed by "= Required". The form fields are: "First Name:" with a text input field and a note "(Your legal first name; do not enter a nickname.)"; "Middle Initial:" with a small text input field; "Last Name:" with a text input field and a note "(Apostrophes and hyphens are allowed.)"; "SSN:" with a text input field and a note "(All nine digits in any format)"; "Confirm SSN:" with a text input field and a note "(All nine digits in any format)"; and "Date of Birth:" with two dropdown menus labeled "(Month)" and "(Day)". At the bottom left, there are "Next" and "Cancel" buttons with red arrow icons. The footer of the browser window shows "Copyright © 2007 ADP Inc.", "PRIVACY & SECURITY LEGAL", "Internet", and "100%".

6. Enter your data in the fields with the ►. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system of record.*



7. In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.

 This is a screenshot of the ADP registration interface. At the top left is the ADP logo. The main heading is "Register for ADP Services" with a sub-instruction: "Please enter the following information to register for ADP services." Below this is a progress bar labeled "Step 2 of 6". On the left, a vertical list of steps is shown: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted with a red box), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Verify Your Identity" and contains the text: "We need some more information in order to verify your identity. Please complete the information on this page." Below this, it says "► = Required". There are two sections: "A. Select a Service" with a dropdown menu set to "Self Service", and "B. ADP Self-Service Information" with the text: "Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator." There are two input fields: "Employee ID: ►" and "PIN: ►". At the bottom are "Next" and "Cancel" buttons.

8. Complete the fields on your Contact Information and click **Next**.

 This is a screenshot of the ADP registration interface at the "Enter Your Contact Information" step. The ADP logo is at the top left. The heading is "Register for ADP Services" with the instruction: "Please enter the following information to register for ADP services." The progress bar shows "Step 3 of 6". The left-hand step list includes: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information (highlighted with a red box), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Enter Your Contact Information" and says: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this, it says "► = Required". There are five input fields: "First Name: ►" (with "MI: ►" next to it), "Last Name: ►" (with "(Apostrophes and hyphens are allowed.)" below it), "Business/Personal E-Mail: ►" (with "(This e-mail address is only used for notifications.)" below it), "Confirm E-Mail: ►", and "Phone: ►" (with "(Area code and number in any format.)" below it). At the bottom are "Next" and "Cancel" buttons.

9. Complete all the fields on your Security Information and click **Next**.

The screenshot shows the ADP registration process at Step 4 of 6, titled "Enter Your Security Information". The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area includes instructions: "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." It also states: "Important: Be sure to choose answers you can remember." Below this, there are input fields for "City/Town of Birth:", "Security Question 1:" (with a dropdown menu), "Answer 1:", "Security Question 2:" (with a dropdown menu), and "Answer 2:". At the bottom, there are "Next" and "Cancel" buttons.

10. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

The screenshot shows the ADP registration process at Step 5 of 6. The left sidebar lists the steps: 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 (highlighted), and 6. Confirmation. The main content area is divided into two sections. The first section, "View Your ADP Services User ID", states: "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 e-mail address you provided." Below this, it says "Note: Your user ID is not case-sensitive." and displays the "User ID: tsmith@MPLX" in a grey box, which is circled in red. The second section, "Create Your ADP Services Password", states: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." It also says "Note: Your password is case sensitive." and "Required". Below this are input fields for "Create Password:" (with an example: "Password01") and "Confirm Password:". At the bottom, there are "Submit" and "Cancel" buttons.

11. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

5. New Your User Id & Create Your Password

5. Confirmation

### Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.  
 \* = Required

Create Password:  (Example: Password01)

Confirm Password:

12. Re-enter your password in the **Confirm Password** field and click **Submit**.

5. New Your User Id & Create Your Password

5. Confirmation

### Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.  
 \* = Required

Create Password:  (Example: Password01)

Confirm Password:

13. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

**ADP**

## 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

**5. Confirmation**

Thank you for registering!  
 You can now log on to, and start using, your ADP services.

Note: 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. Select a service and click Log On. If you want to log on later, click Close.

Your ADP Service

### Add ADP Services

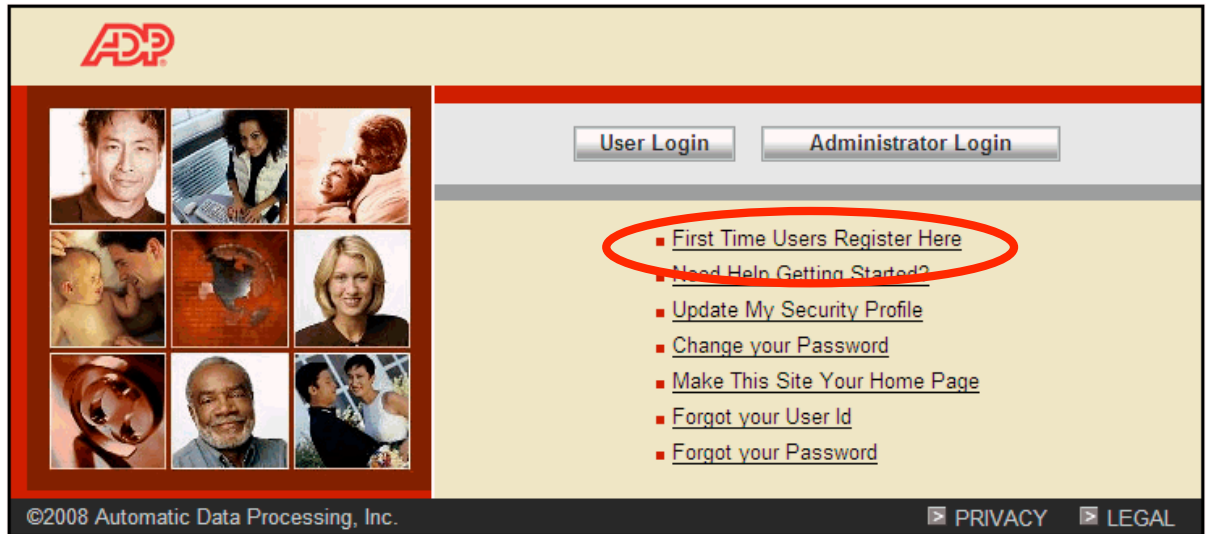
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

\* ADP Service

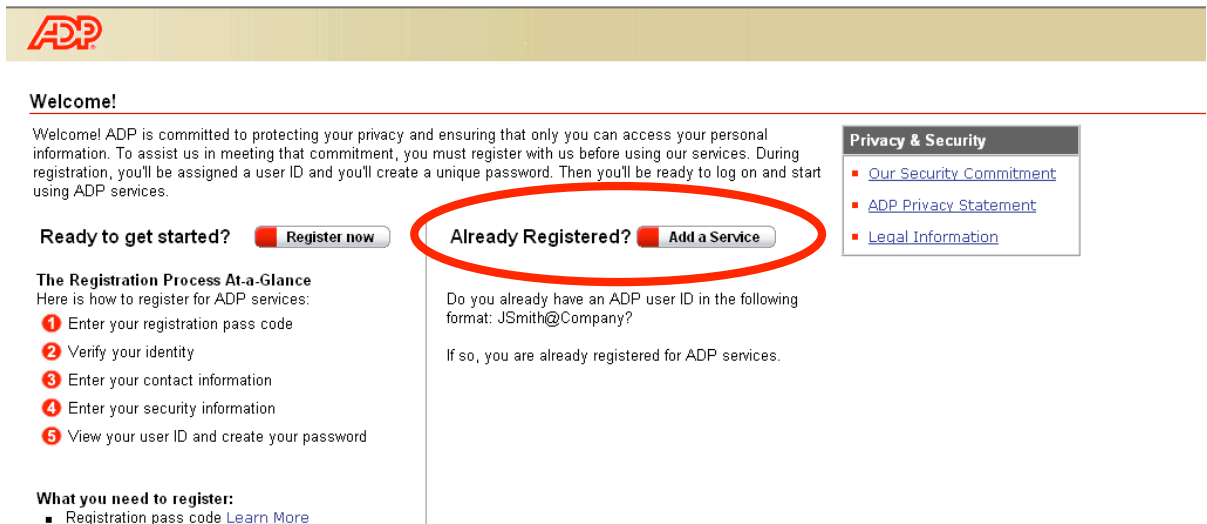
The next step is to add Additional Services, so you have access to eTIME.

# Adding eTime

1. Go back to the Portal main login page: <http://portal.adp.com> and select “First Time Users Register Here”



2. Click **Add a Service**.



3. On the Enterprise eTIME line, choose **Add**.

ADP Welcome, Diana Grillo

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	<a href="#">Add</a>

4. Enter your Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

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

Employee ID: ▶  (Your Employee ID is provided by your manager or system administrator.)

5. Upon successful completion, you will see the following screen:

ADP Welcome, John Doe

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**.

✔ <<Service Name>> has been added successfully.