

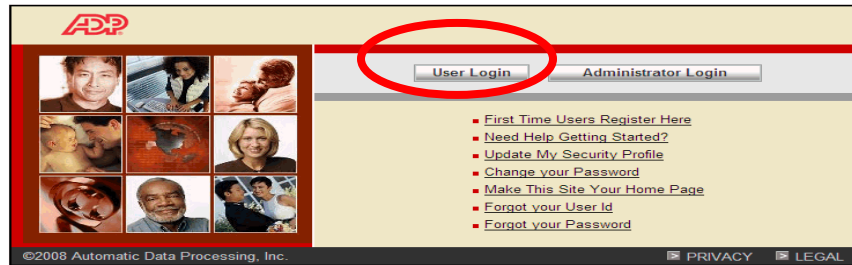
Employee Self Service Registration Guide

Welcome to Self Service!

Employee Self Service (ESS) is your personal guide to your personal information. Self Service allows you to manage your personal information without the need for emails and phone calls to Human Resources or Payroll. It is also the way that you will access your “pay stub”.

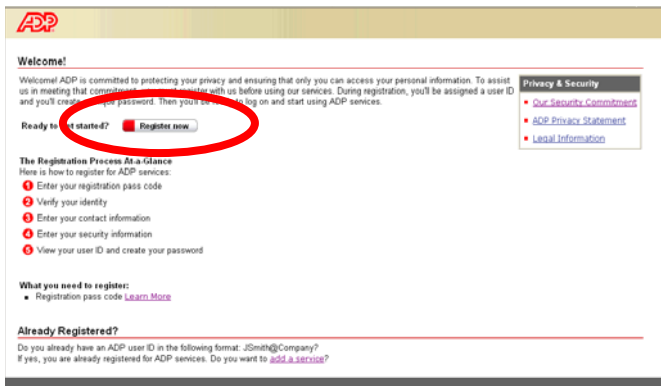
Accessing Self Service

1. In your internet browser type <https://portal.adp.com>.

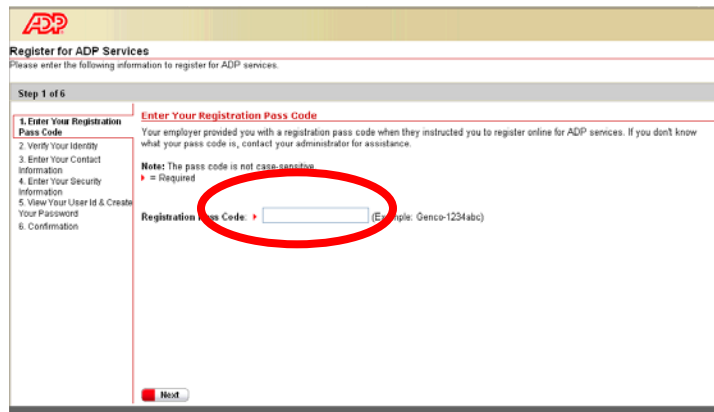


Registering for Self Service

2. If you are new to Employee Self Service, you need to create an account using the [First Time Users Register Here](#) link.
3. Click **Register Now**.



4. Enter your Registration Pass Code **USG-6775** and click Next



5. Complete all fields including your SSN using the full number of digits.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 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

Verify Your Identity
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.

I want to verify my identity using:
 Social Security Number (SSN)
 Individual Taxpayer Identification Number (ITIN)

Your SSN is used during the account creation process; it is not used for any other purpose.

* = Required

First Name: (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: (Apostrophes and hyphens are allowed.)

SSN: (All nine digits in any format.)

Confirm SSN: (All nine digits in any format.)

Date of Birth: (Month) (Day)

Next Cancel

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Internet 100%

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.

6. 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 Payroll at for more information.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 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

Verify Your Identity
We need some more information in order to verify your identity. Please complete the information on this page.

I want to verify my identity using:
 Social Security Number (SSN)
 Individual Taxpayer Identification Number (ITIN)

* = Required

A. Select a Service
Service: Self Service

B. ADP Self-Service Information
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.

Employee ID:

PIN:

Next Cancel

7. Complete the fields on your “Contact Information” and click **Next**.

ADP
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.

I want to verify my identity using:
 Social Security Number (SSN)
 Individual Taxpayer Identification Number (ITIN)

* = Required

First Name: MI:

Last Name: (Apostrophes and hyphens are allowed.)

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

Confirm E-Mail:

Phone: (Area code and number in any format.)

Next Cancel

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

The screenshot shows the ADP registration interface 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 UserID & Create Your Password, and 6. Confirmation. The main content area contains instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your login information, you will be asked to answer the questions in order to verify your identity." Below this, it says "Important: Be sure to choose answers you can remember." and "Required". The form includes a "City/Town of Birth" field, two "Security Question" dropdown menus with corresponding "Answer" fields, and "Next" and "Cancel" buttons at the bottom.

9. The view showing your UserID & Create Your Password will appear. Your user ID is displayed. Note your User ID and keep track of your password.

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

The screenshot shows the ADP registration interface at Step 5 of 6, titled "View Your ADP Services User ID" and "Create Your ADP Services Password". The left sidebar highlights Step 5. The main content area displays the "User ID" as "fornh@MPLX" and provides instructions for creating a 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." It also notes that the password is case-sensitive. There are "Create Password" and "Confirm Password" fields, and "Submit" and "Cancel" buttons at the bottom.

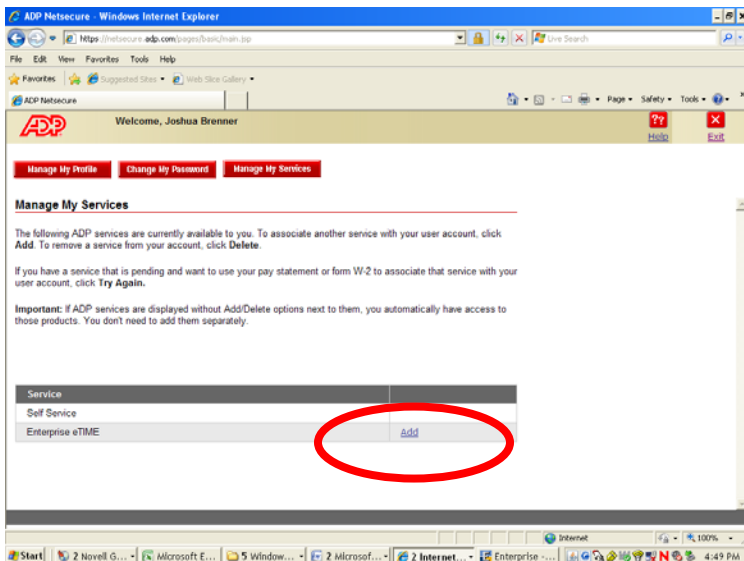
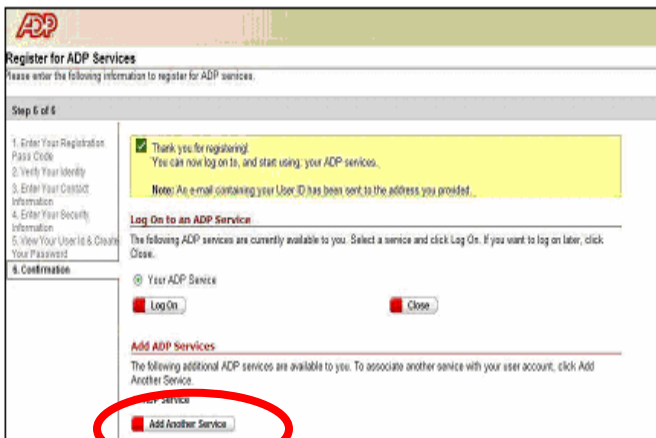
Enter your password in the **Create Password** field.

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.

This is a zoomed-in view of the "Create Your ADP Services Password" section from the previous screenshot. It shows the "Create Password" and "Confirm Password" fields, the "Submit" and "Cancel" buttons, and the instructions: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." and "Note: Your password is case sensitive." The "Required" indicator is also visible.

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

11. You have successfully created your ESS/Portal User ID. If you normally complete a timesheet, punch a timeclock or submit Reports of Absence for Vacation and Sick Leave, you will want to click, **Add Another Service** to add yourself to the **eTime system**. Generally this means, Graduate Assistants and Part-Time Faculty do not need to register for eTime.



12. Enter your ADP employee # on the final screen and click submit.

Notes: You will be sent a confirmation email with your UserID and password. Log on to the portal again to look up your employee # by selecting the "myself" tab and then "personal information" from the left navigation bar. If you need to "add" a service later, log back into the portal and select "first time User" again. The "add" button will be at the bottom of the screen.