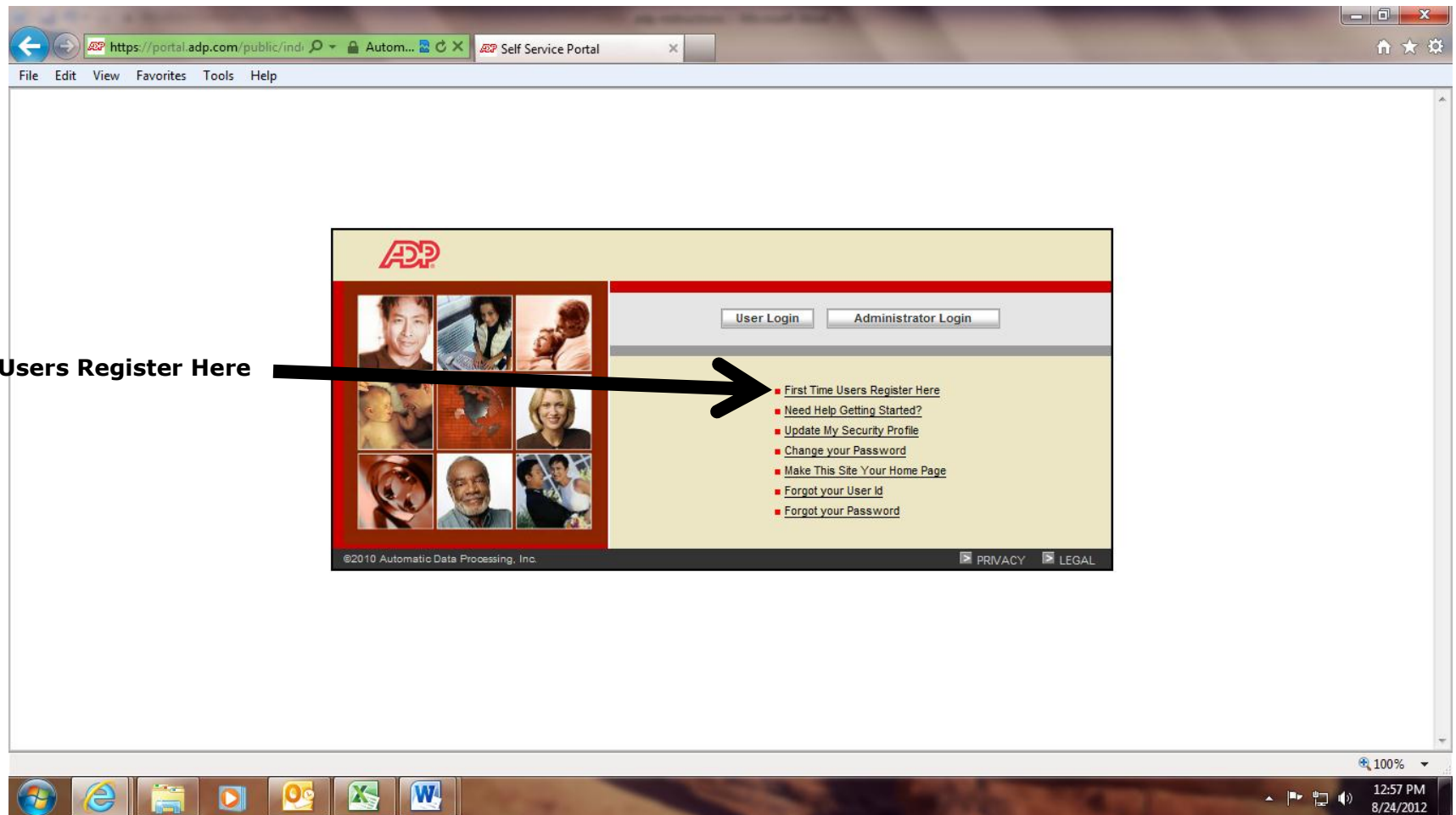


ADP Self Service Registration Quick Reference Card

The first step is to log on ADP Workforce Now. To do so, go to <https://portal.adp.com>.

The first time you log on, you must complete a registration process. If you have any questions or concerns, please contact Melissa Young at 410-224-4205 x123 in the Annapolis Office or April Krauth 301-863-8870 x25 in the Lexington Park Office.

Click **First Time Users Register Here**



The screenshot shows a web browser window displaying the ADP Self Service Portal. The browser's address bar shows the URL <https://portal.adp.com/public/index.html>. The page features the ADP logo at the top left. Below the logo is a grid of nine small images depicting various people. To the right of the grid are two buttons: "User Login" and "Administrator Login". Below these buttons is a list of links for user registration and account management. A large black arrow points from the text "Click First Time Users Register Here" to the "First Time Users Register Here" link in the list.

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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Step 1: You will enter the registration code: **baycomm-1225** The registration code is not case sensitive. Click **Next**.

Register for ADP Services

Step 1
Begin Registration

Step 2
Verify Identity

Step 3
Get User ID & Password

Step 4
Select Security Questions

Step 5
Enter Contact Information

Step 6
Enter Activation Code

Step 7
Review and Submit

Step 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

Enter **baycomm-1225** in the space provided.

Click **Next** at the bottom of the page

Step 2: You must enter your First Name, Last Name, and SSN twice. Click **Next**.

The screenshot shows a web browser window with the URL <https://netsecure.adp.com/mlink/pt>. The page title is "Register for ADP Services". On the left, a progress bar shows seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 2 is currently active.

The main content area is titled "Step 2 of 7: Verify Identity". It includes a privacy notice: "ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity." Below this, the "Company Name" is "Bay Community Support Services (Not your company? Re-enter your registration code.)". The "Identity Type" is set to "Full SSN".

Form fields include:

- First Name: Dean
- Last Name: Thomas
- SSN or EIN or ITIN: [Redacted]
- Confirm SSN or EIN or ITIN: [Redacted]

Annotations with arrows point to the "Full SSN" dropdown, the name and SSN fields, and the "Next" button. A callout box says "Your Identity Type will stay as Full SSN." Another callout box says "Enter your First Name, Last Name and SSN twice." A third callout box at the bottom right says "Click Next".

The browser's taskbar at the bottom shows icons for Internet Explorer, File Explorer, Windows Media Center, Office applications, and the system tray with the time 11:44 AM and date 8/24/2012.

Step 3: This will give you your User ID (ensure to write it down) and create your password. Enter your password twice. Click **Next**.

Important: You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP system.

Register for ADP Services

Step 1 of 7: Begin Registration ✓
Step 2 of 7: Verify Identity ✓
Step 3 of 7: Get User ID & Password
Step 4 of 7: Select Security Questions
Step 5 of 7: Enter Contact Information
Step 6 of 7: Enter Activation Code
Step 7 of 7: Review and Submit

Step 3 of 7: Get User ID & Password

Welcome, Dominique M Thomas
You will use this information to log in to your ADP service.

Your User ID: DThomas@baycomm

Create Your Password

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

Password: *
Password strength: Good

Confirm Password: *

Previous Next Submit

100% 11:46 AM 8/24/2012

This is where your User ID will be found it will end in @baycomm. Please ensure to write your User ID down. (DThomas is for example purposes only)

Enter Password twice It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers and special characters. It will let you know your Password strength (The stronger the better for security purposes).

Step 4: Enter your security-related information (This is to protect your account, the information you enter will be used to verify your identity if you forget your user ID or password). After selecting each question and filling in your answers, Click **Next**.

Register for ADP Services

Step 1: Begin Registration ✓
Step 2: Verify Identity ✓
Step 3: Get User ID & Password ✓
Step 4: Select Security Questions
Step 5: Enter Contact Information
Step 6: Enter Activation Code
Step 7: Review and Submit

Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1: What was your childhood nickname that most people do not know?
Answer 1: boots

Question 2: In what city was your father born? (Enter full name of city only)
Answer 2: charleston

Question 3: What was the name of your first pet?
Answer 3: simba

Use the down arrows to see the questions offered, select a question and fill in your answer. You must select 3 questions.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. You should make a note of your answers and keep them in a safe place.

Click **Next**.

Previous Next Submit

100% 11:48 AM 8/24/2012

Step 5: You must enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you. Click **Next**.

Register for ADP Services

Step 1: Begin Registration ✓
Step 2: Verify Identity ✓
Step 3: Get User ID & Password ✓
Step 4: Select Security Questions ✓
Step 5: Enter Contact Information
Step 6: Enter Activation Code
Step 7: Review and Submit

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email message with your temporary password and/ or user ID.

Email Addresses*
Select at least one email address to use for notifications.

Work Email: **Use for Notifications**
Personal Email:

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Office:

Work Mobile: I authorize ADP to send my login information to this phone at my request.

Personal Mobile: I authorize ADP to send my login information to this phone at my request.

Navigation:

Callout 1: You must enter at least one email address and you must select with one you want to use for notifications.

Callout 2: The office and mobile phone entries are optional, it can be used if you forget your login information; ADP can send you a text message with your temporary password and/ or user ID. You must check the box next to work/personal mobile to authorize ADP to send text messages to your phone.

Callout 3: Click NEXT

Step 6: An activation code will be sent to your email and/mobile phone numbers you have given. Enter that activation code to activate your account. Then Click **NEXT**.

The screenshot shows a web browser window with the URL <https://netsecure.adp.com/link/pl>. The page title is "Register for ADP Services". On the left, a progress bar shows seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 6 is currently active. The main content area displays "Step 6 of 7: Enter Activation Code" and provides instructions: "An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you." It also includes a note about skipping the step if the code is not received and a "View Help" link. Below this, the email address "thomasd@baycss.org" is listed, followed by the label "Activation Code:" and an empty text input field. A callout box with an arrow points to this field, containing the text: "You will have to sign into your email or check your text messages on your mobile phone (if you asked to receive text messages). Enter the activation code in the space provided." At the bottom of the page, there are three buttons: "Previous", "Next", and "Submit". A callout box with an arrow points to the "Next" button, containing the text: "Click NEXT." The Windows taskbar at the bottom shows the system clock as 11:50 AM on 8/24/2012.

Step 7: Review the information on the page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

Register for ADP Services

Step 1 of 7: Begin Registration ✓
Step 2 of 7: Verify Identity ✓
Step 3 of 7: Get User ID & Password ✓
Step 4 of 7: Select Security Questions ✓
Step 5 of 7: Enter Contact Information ✓
Step 6 of 7: Enter Activation Code ✓
Step 7 of 7: Review and Submit

Step 7 of 7: Review and Submit

Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID: DThomas@baycomm

Security Questions and Answers

Question 1: What was your childhood nickname that most people do not know?
Answer 1: boots

Question 2: In what city was your rather born? (Enter full name or city only)
Answer 2: charleston

Question 3: What was the name of your first pet?
Answer 3: simba

Contact Information

Work Email: thomasd@baycss.org Notification Activated
Personal Email: dmthomas83@gmail.com
Work Phone: 410-863-8870

Previous Next Submit

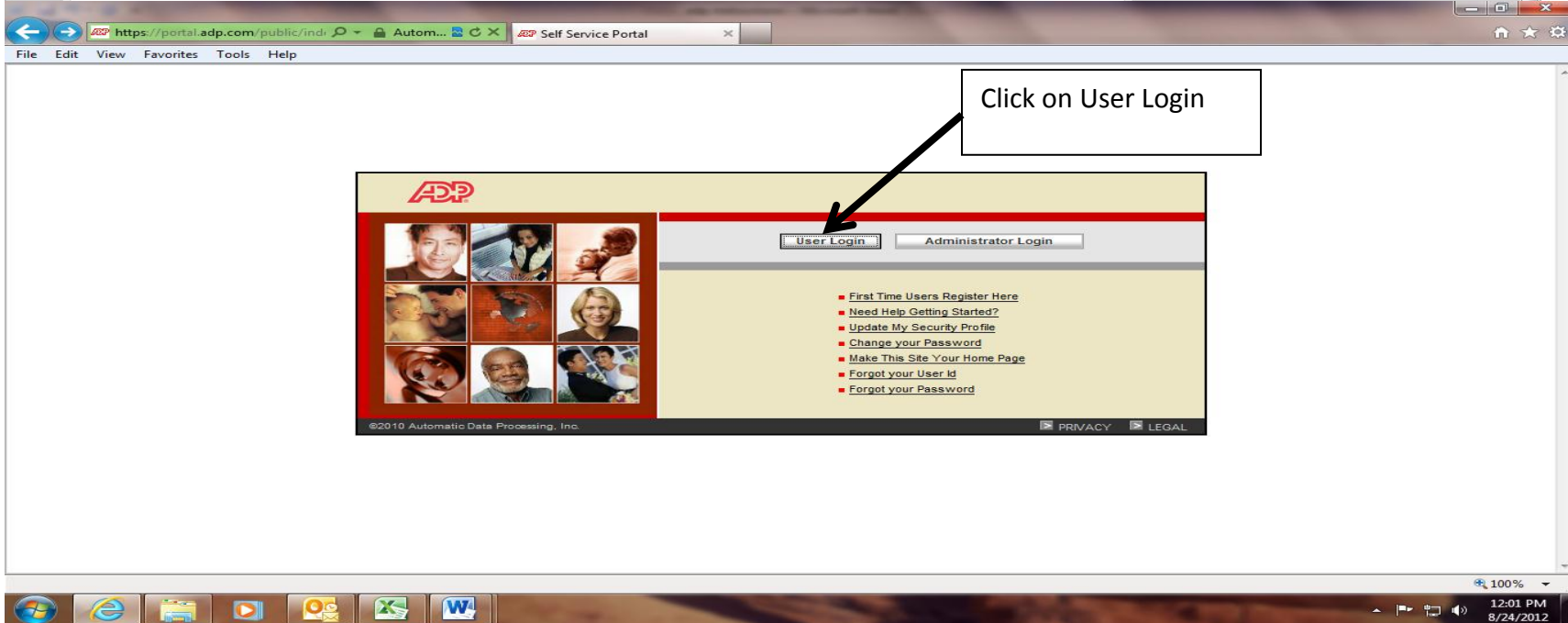
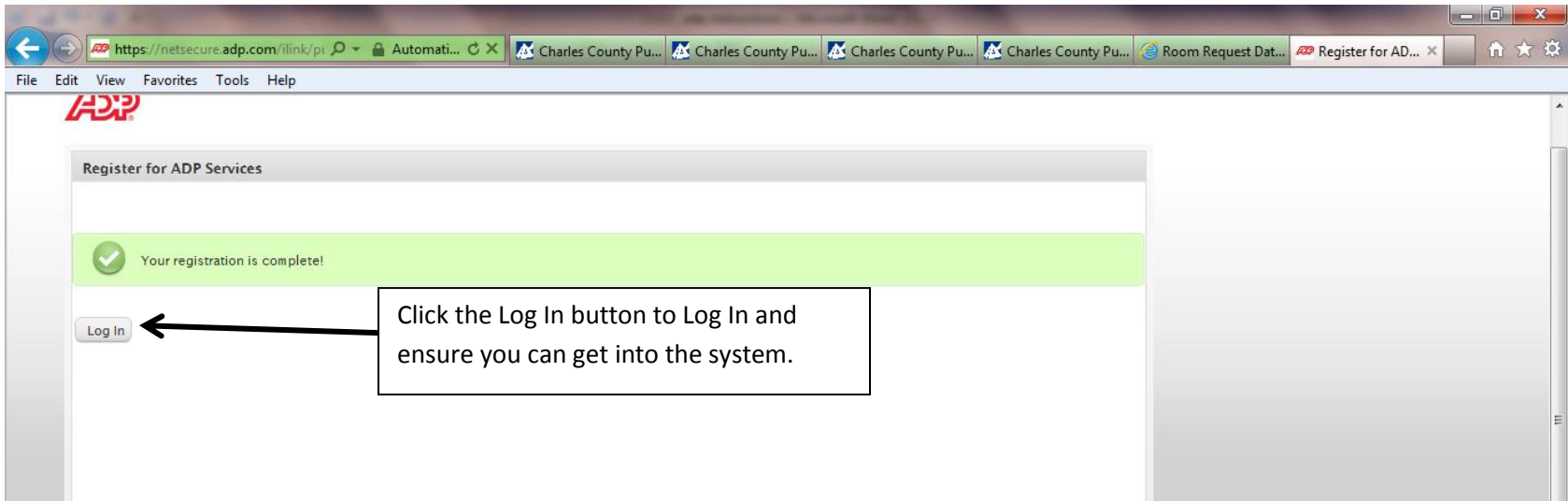
To make changes, use the left navigation options or click Previous.

Verify all the information on this page to ensure it is correct. Your questions will be unique to you. This information and questions are for **samples only**.

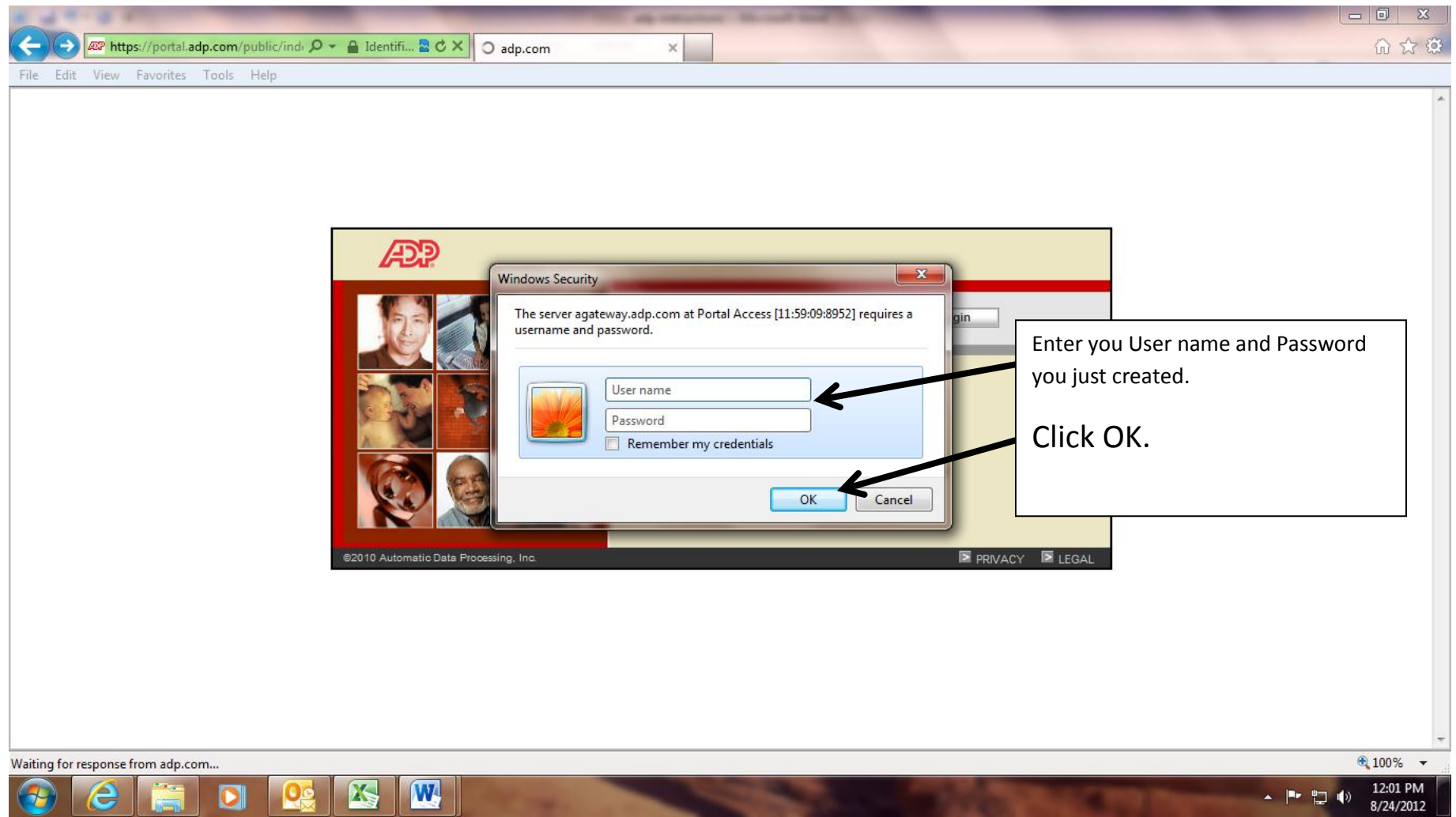
Click **Submit** if all information is correct

If you have completed the steps successfully, you will see this screen, your registration is complete!

Click Log In. Next Click User Login to enter your Login Information. Each time you will log in at <https://portal.adp.com>



Enter you User name and Password you just created. Click OK.



CONGRATULATIONS!! If you have reached this screen, you have successfully logged in to the ADP Time and Attendance System. Please ensure to keep your User Name and Password in a safe place and ensure NO ONE has access to your information.

Browser: <https://portal.adp.com/wps/mypo> | Identifi... | ADP Portal Integration

File Edit View Favorites Tools Help

Search Company Directory

Employee Home Time & Attendance Pay & Taxes Personal Information Career

Welcome

Welcome to the BAYCSS NEW ADP Time and Attendance Program

We will now be tracking your time and attendance through this automated system. We appreciate your patience while we work through the bugs. We look forward to this new program supporting the employees more efficiently. If you have any questions or concerns, please contact your supervisor or Melissa Young 410-224-4205 x123.

Spotlight

Congratulations Cynthia Trudeau for winning the title of the Employee of the Quarter for the Fourth Quarter. Your hard work has not gone unrecognized. Cindy you have done an outstanding job. I would also like to congratulate all of the other nominees: Dawn Sims, Dominique Thomas, Larry "Lex" Ellis, Nicole Fenwick, and Brenda Wilkens. Just to be nominated says a lot about your dedication to the consumers that we serve. You are all outstanding employees. Thank you for all of your hard work and dedication. Congratulations again to Cynthia Trudeau.

Stephanie Clear, ERT Committee

Message Center at a Glance

Click the following link(s) to access messages and information pertinent to you.

[Administrative Activities](#)

Events

[Adding Content - Add upcoming events, such as tradeshow dates and company-sponsored events.](#)
Add upcoming events, such as tradeshow dates and company-sponsored events. Samples are listed below. To add content, select the Customize tab.

[May 10, New York Tradeshow](#)
[March 4, Blood Drive](#)
[July 22, Company Picnic](#)

Sample Content

News and Announcements

A Special Thank You to the Lanny Court Staff...

The staff at Lanny Court participated in testing our new on-line payroll system. For the past week, they have been clocking in and clocking out. Making sure that Payroll had important data necessary for

Features

[Public Relations News Release](#)
[Corporate Directory](#)
[Associate Handbook](#)

Sample Content

Stay Connected with ADP Mobile Solutions.

- Health
- Weather
- Yellow Pages
- Maps
- Trends
- Money
- News
- Search

Sample Content

100% | 12:03 PM 8/24/2012