

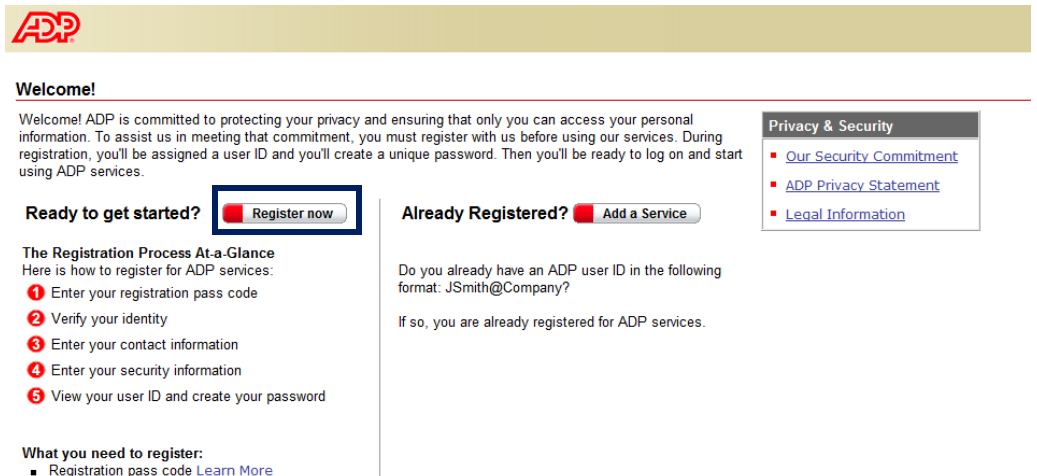
To Register for the Employee Self-Service Site:

1. Open your registration website address: <https://portal.adp.com/public/index.htm>

2. Click “*First Time Users Register Here.*”

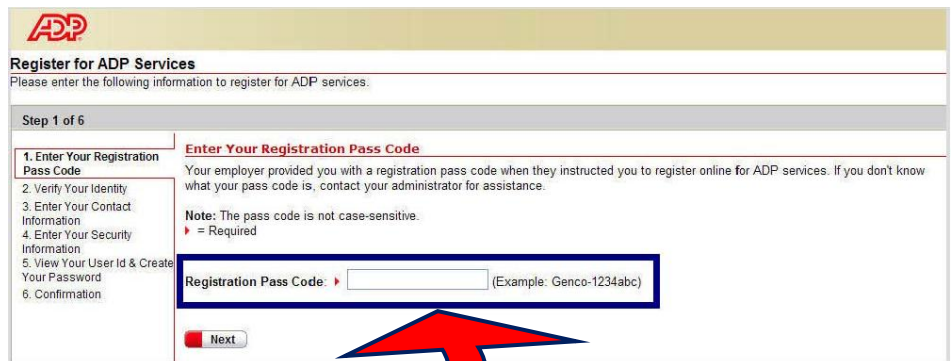


3. Click “*Register Now*”



4. Enter the ADP Self Service “*Registration Pass Code*” and then Click “*NEXT*”

The Registration Pass Code for ALL ServiceNet Employees is:
snet-ipay



5. Enter your First and Last name, and your Social Security number. Then click “Next.”

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
 Your Social Security number is used during the account creation process; it is not used for any other purpose.
 ▶ = Required

First Name: ▶ **MI:**
Last Name: ▶ (Apostrophes and hyphens are allowed.)
Social Security Number: ▶ (All nine numbers in any format.)
Confirm Social Security Number: ▶ (All nine numbers in any format.)

NOTE: If this screen appears, asking you for more verification-type information, please contact HR or Payroll.

If this screen does not appear, proceed to the next step. 😊

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Step 2 of 6

1. Enter Your Registration Pass Code
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Verify Your Identity
 We need some more information in order to verify your identity. Please complete the information on this page.
 ▶ = Required

A. Select a Service
Service: ▶ ADP 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: ▶

6. Enter your email address and click “NEXT.”

* your Phone number is an optional field.

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.
 ▶ = 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.)

7. Select your security questions and answers and then click “NEXT”.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. The answers are case sensitive.

NOTE: You should make note of your answers and keep them in a safe place

8. Take note of your “User ID” that is auto created for you.

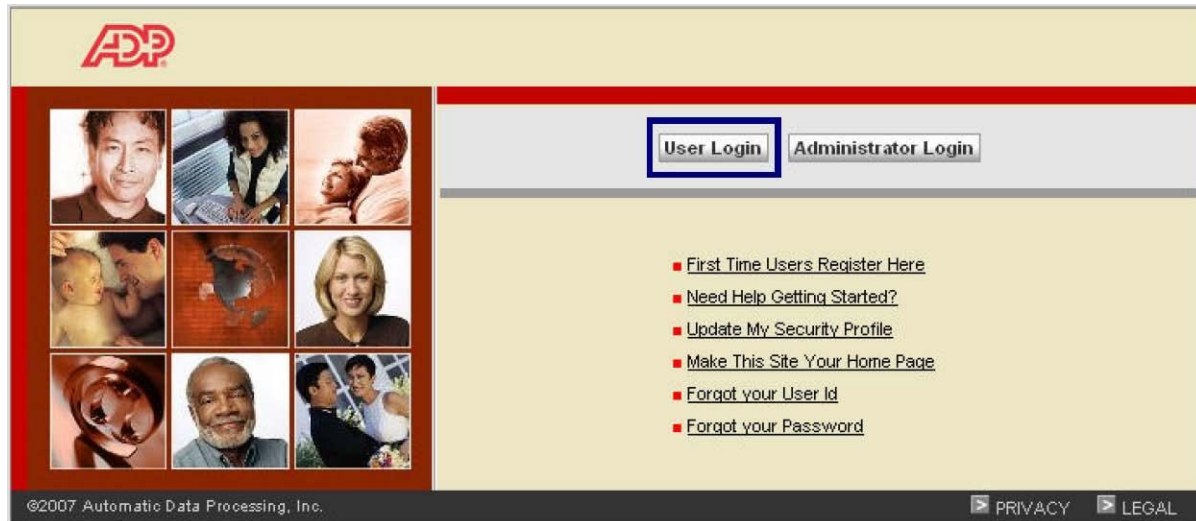
NOTICE: that this is NOT your email address, it ends in @snet

9. Now create a memorable password. Enter it in twice and then click “NEXT”

CONGRATULATIONS!

Logging on to ADP Self Service:

1. **Go to:** <https://portal.adp.com/public/index.htm>
2. **Click** on the “*User Login*” button.



3. **Enter** your new “*User ID*” and “*Password*.”
4. Your ADP Self Service Home Page appears.

Now you have one central location to access and update payroll and personal information, tax and retirement planning, benefits, and much more. Please sign up for PAPERLESS PAY STATEMENTS. You will be able to view and print any pay statements that you need for 3 years.