

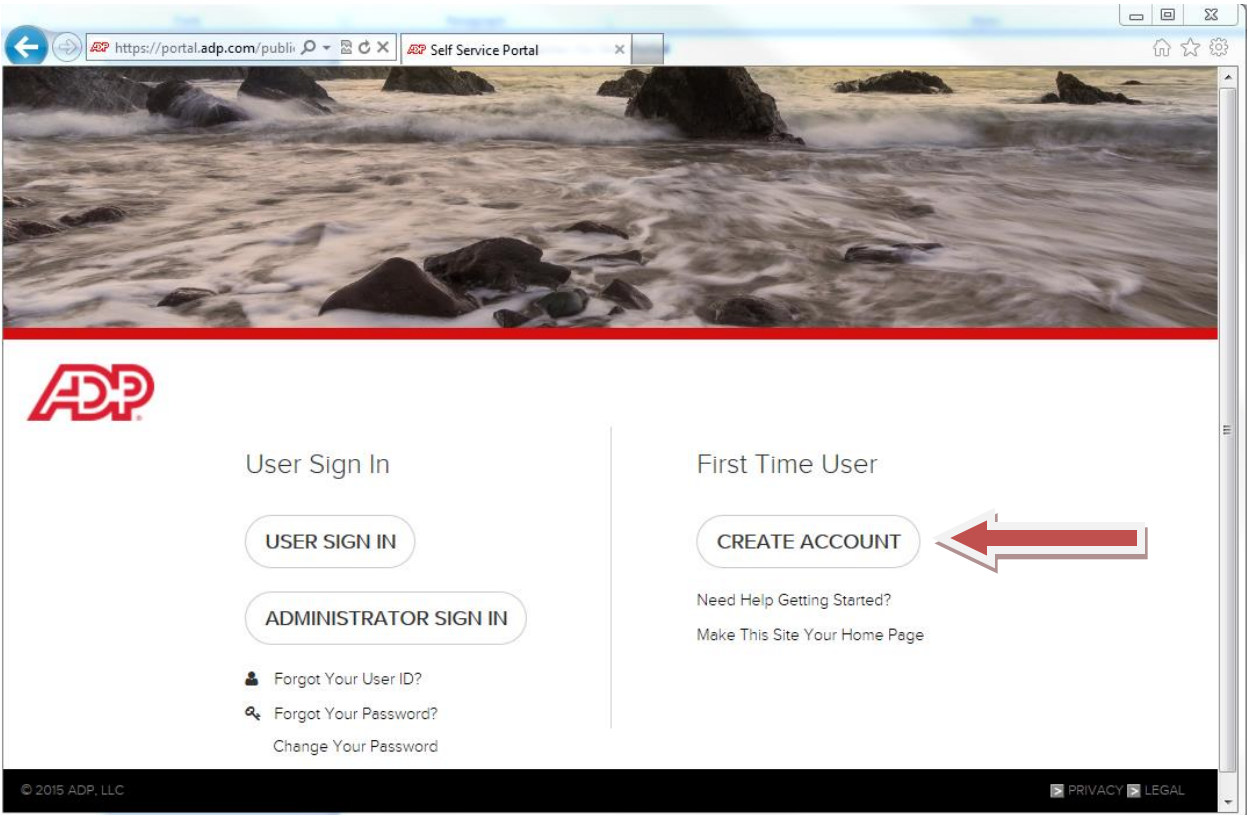
How to Register for the ADP Portal - CCSNH

What you need to get started:

1. Access to the internet
2. The CCSNH passcode (CCSNH-IPAY)
3. The last 4 digits of your Social Security number
4. Your Zip Code (as shown on your paycheck)

Steps to Register for the Portal

1. Open an internet browser and go to <https://portal.adp.com>
2. Select **Create Account** under First Time User





Employee Self Service Portal

iPay - Maintain Personal Information - Benefits Enrollment

3. Enter the CCSNH passcode (CCSNH-CCSNH) and click Next.



Before you register, help us find you in our records.

Registration code*

[What is this?](#)

4. Enter your identifying information and click Next. This information (your name and zip code as they appear on your paycheck and the last 4 digits of your SSN) will be validated against the data in the ADP database. If something does not match 100% you may see an error on this page.



Before you register, help us find you in our records.

Registration code*

[What is this?](#)

Community College System of New Hampshire

First name*

Last name*

Last 4 Digits of SSN, EIN, or ITIN*

Type it again*

Home ZIP/Postal code*



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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 3 of 7: Get User ID & Password

Welcome, Elizabeth F Foy
You will use this information to log in to your ADP service.

Your User ID: EFoy@CCSNH

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:

Confirm Password:



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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 3 of 7: Get User ID & Password

Welcome, [Name]!
You will use this information to log in to your ADP service.

Your User ID: [ID]@CCSNH

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:

Confirm Password:



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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:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:



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5. Enter your CCSNH email address (if you do not have a CCSNH email address you may use another email address on this page) 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. If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶ Jill
Middle Initial: ▶
Last Name: ▶ Smith

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.)

6. Enter your Security information and click Next. This will be used in the event you have forgotten your password in the future.

ADP
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. Important: Answers must be at least 6 characters long.

Security Question 1: ▶
Answer 1: ▶

Select a different question from the list and enter your answer. Important: Answers must be at least 6 characters long.

Security Question 2: ▶
Answer 2: ▶



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- Your userid is shown below (ie., jsmith@ccsnh). On this page you are asked to create your **password for the Portal**. Your password must be at least 8 characters long, and contain at least 1 letter and 1 number. Enter the password fields and click Submit.

ADP
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: jsmith@ccsnh ←

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:

- A confirmation page will show next. Click Close. Do not click “add another service”.

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
- 6. Confirmation**

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

! To ensure access to [all](#) your ADP services, complete the **Add ADP Services** section before you close this window or log on.

Add ADP Services
The following additional ADP services are not yet available to you. To gain access to a service, click **Add Another Service**.

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



9. In a few minutes you will receive an email similar to the one below.

ADP Generated Message: Confirmation of Registration
ADP_Netsecure@adp.com

Extra line breaks in this message were removed.

Sent: Tue 3/29/2011 2:58 PM
To: Jill Smith

This e-mail has been sent from an automated system. PLEASE DO NOT REPLY. If you have any questions, please contact your administrator for assistance.

Welcome! You have been enrolled in Self Service Internet service. To use the service, follow the instructions below.

INSTRUCTIONS

1. Go to Self Service.
2. Enter the following User ID: jsmith@ccsnh
3. Enter the password you created when you registered.

Logging in to the Portal:

- 1. Go to <https://portal.adp.com>
- 2. Click on User Login



ADP

User Sign In

USER SIGN IN

ADMINISTRATOR SIGN IN

Forgot Your User ID?

Forgot Your Password?

Change Your Password

Update Your Security Profile

First Time User

CREATE ACCOUNT

Need Help Getting Started?
Make This Site Your Home Page

- 3. Enter your credentials and Press SUBMIT.

ADP

Enter Your User ID

ADP is committed to protecting your privacy and ensuring that only you can access your information.

Enter your user ID. First time users, enter the user ID you received in email.

User ID:* Forgot your user ID?

Submit Cancel

Privacy Legal

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Employee Self Service Portal

iPay - Maintain Personal Information - Benefits Enrollment

The **ADP Employee Self Service Portal** provides access to the following features:

- ✓ iPay: Your online Pay Statements
- ✓ Ability to maintain your Personal Information
- ✓ Online Benefits Enrollment

Please refer to the Job Aides found within the Portal pages.

*Thank you for using the **ADP Employee Self Service Portal** !*