How to Register for the ADP Portal - CCSNH

What you need to get started:
1. **Access to the internet**
2. **The CCSNH passcode (CCSNH-CCSNH)**
3. **The last 4 digits of your Social Security number**
4. **Your Zip Code (as shown on your paycheck)**

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**Steps to Register for the Portal**

1. Open an internet browser and go to [https://portal.adp.com](https://portal.adp.com)
2. Select **First Time Users Register Here**
3. Enter the CCSNH passcode (CCSNH-CCSNH) and click Next.

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.
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.

6. Enter your Security information and click Next. This will be used in the event you have forgotten your password in the future.
7. 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.

8. A confirmation page will show next. Click Close. Do not click “add another service”.
9. In a few minutes you will receive an email similar to the one below.

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ADP Generated Message: Confirmation of Registration

ADP_Netsecure@adp.com

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.

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

1. Go to https://portal.adp.com
2. Click on User Login
   
   ![User Login Screen]
   
   3. Enter your credentials and Press OK.

   ![Connect to gateway.adp.com]
   
   This is the password you set up in Step 7 of these instructions.

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!*