ADP® Employee Self Service Portal

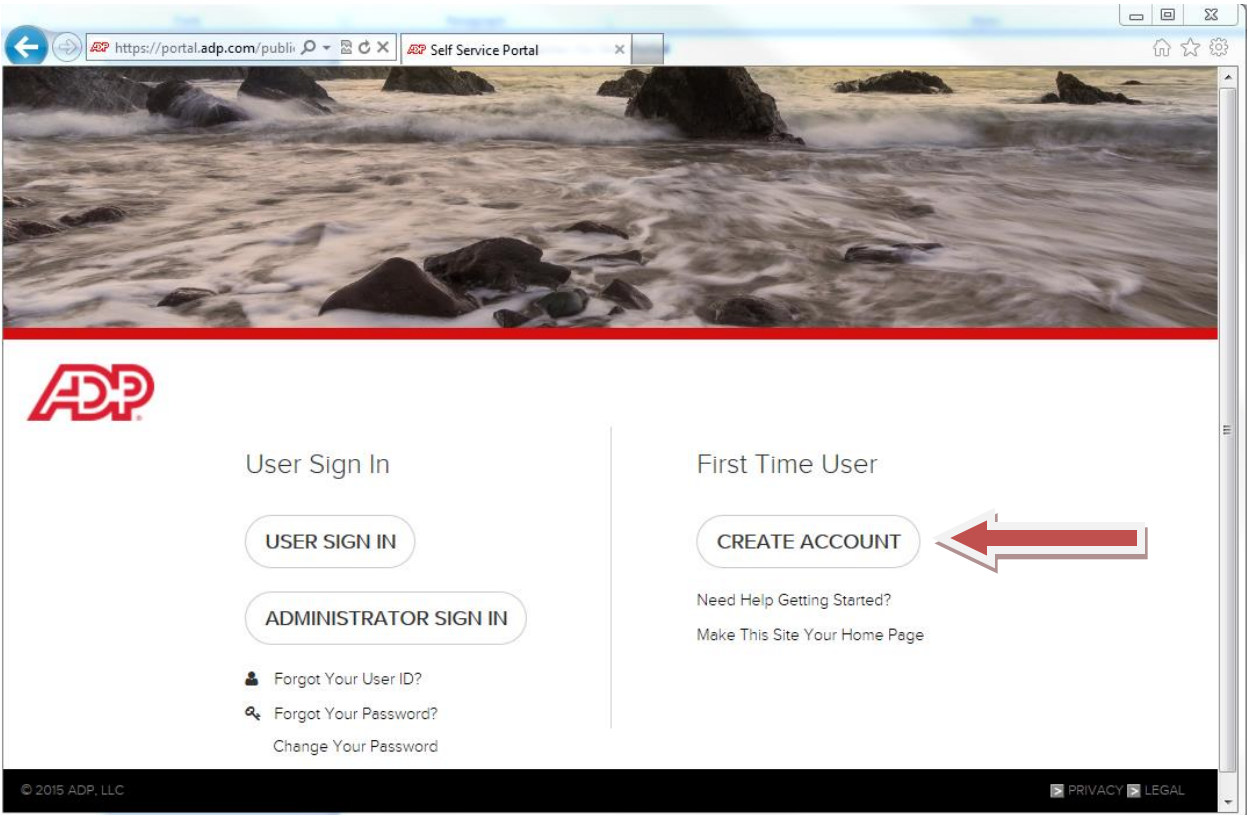iPay - Maintain Personal Information - Benefits Enrollment

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

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.

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: *

⊗ Cancel   ◀ Previous   ▶ Next   ✔ Done

![ADP] Employee Self Service Portal

iPay - Maintain Personal Information - Benefits Enrollment

Register for ADP Services

Step 1 Begin Registration ✓	**Step 3 of 7: Get User ID & Password**
Step 2 Verify Identity ✓	**Welcome,** You will use this information to log in to your ADP service.
Step 3 Get User ID & Password	**Your User ID:** @CCSNH
Step 4 Select Security Questions	**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.
Step 5 Enter Contact Information	**Password:** *
Step 6 Enter Activation Code	Password strength:
Step 7 Review and Submit	**Confirm Password:** *

❌ Cancel   ◀ Previous   ▶ Next   ✓ Done

ADP Employee Self Service Portal

iPay   -   Maintain Personal Information   -   Benefits Enrollment

Register for ADP Services

Step 1 Begin Registration ✓	**Step 4 of 7: Select Security Questions and Answers**
Step 2 Verify Identity ✓	To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.
Step 3 Get User ID & Password ✓	**Security Questions and Answers**
Step 4 Select Security Questions	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: [   ]

Step 5 Enter Contact Information

Step 6 Enter Activation Code

Step 7 Review and Submit

❌ Cancel   ◀ Previous   ▶ Next   ✓ Done

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.

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.)

[Next]   [Cancel]

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

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: ▶ [   ]

[Next]   [Cancel]

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.

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.

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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.

Logging in to the Portal:

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

3. Enter your credentials and Press SUBMIT.

ADP 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** !*