



**PIMA COUNTY**

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# Setting Up Your ADP Account



# Getting started

The screenshot shows a Google search for 'ADP'. The search bar contains 'ADP' and the search button is highlighted. Below the search bar, there are navigation tabs for 'All', 'News', 'Apps', 'Maps', 'Images', and 'More'. The search results show 'ADP.com - ADP Payroll Services' as the top result. A red arrow points to the 'ADP Portal' link in the search results. To the right of the search results is a knowledge panel for 'ADP' with details such as 'Human Resource Consulting', 'Address: 5255 E Williams Cir #', 'Phone: (800) 225-5237', and 'Hours: Open today · 8AM-8PM'. Below the knowledge panel, there are sections for 'People also search for' and 'See results about'.

- You'll need access to a computer (home, library, etc...)
- Go to your favorite search engine and type in ADP.
- Select the ADP Portal.



# Getting started

## 1. Select CREATE ACCOUNT

The screenshot shows a web browser window with the URL <https://portal.adp.com/public/index.htm>. The page features a large background image of a rocky coastline with waves. Below the image is the ADP logo. The main content area is divided into two columns. The left column is titled "User Sign In" and contains buttons for "USER SIGN IN" and "ADMINISTRATOR SIGN IN", along with links for "Forgot Your User ID?", "Forgot Your Password?", "Change Your Password", and "Update Your Security Profile". The right column is titled "First Time User" and contains a "CREATE ACCOUNT" button, a link for "Need Help Getting Started?", and a link for "Make This Site Your Home Page". A large red arrow with the number "1" inside it points from the "User Sign In" section towards the "CREATE ACCOUNT" button.

ADP Self Service Portal

Automatic Data Processing, Inc. [US] <https://portal.adp.com/public/index.htm>

Apps Gmail Boat Materials Cars Computer Stuff Books/Articles/News Links Pima County Food Home Ideas Bookmarks

**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

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# Registration Code

Enter the code: (2.) pimacounty-newhire and select (3.) Go

ADP

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

Registration code\*

[What is this?](#)



# Input your basic information

4. If this doesn't say "Pima County" hit "Start over" and re-input register code.
5. Enter your first and last name.
6. Select "last 4 Digits of SSN, EIN, or ITIN" and type in the last 4 digits of your Social Security Number (SSN).
7. Type in your SSN again below the first entry.
8. Use the drop down list to enter your birth month and day.
9. Select Confirm.

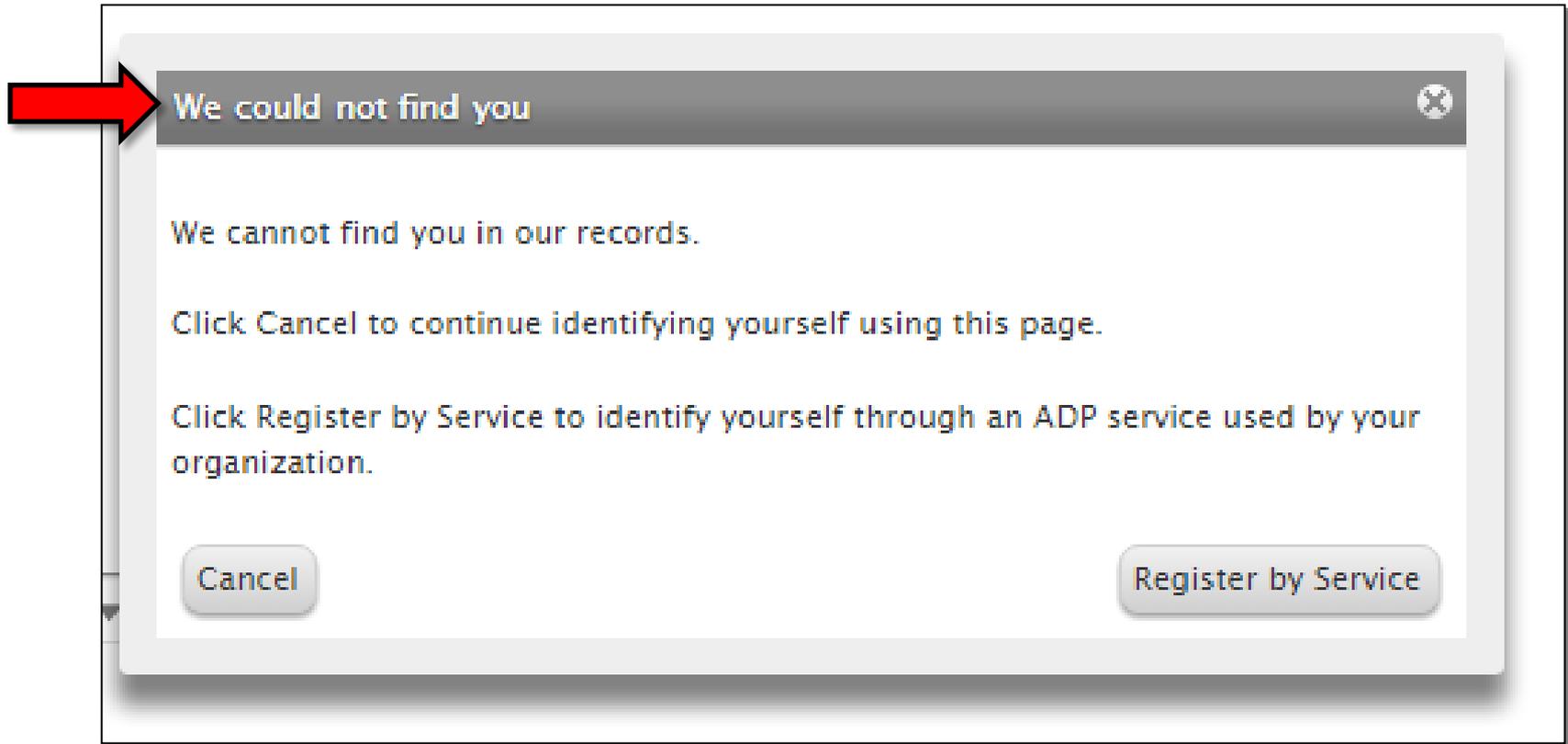
The screenshot shows a web browser window with the URL <https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtnURL=https://por>. The page header includes the ADP logo and the Pima County logo. The main heading reads "Before you register, help us find you in our records." The form contains the following fields and steps:

- Registration code\*:** A text box containing "pimacounty-newhire" with a red arrow labeled "4" pointing to the "Start over" button.
- What is this?:** A dropdown menu showing "Pima County" with a red arrow labeled "4" pointing to it.
- First name\*:** A text box containing "John" with a red arrow labeled "5" pointing to it.
- Last name\*:** A text box containing "Smith" with a red arrow labeled "5" pointing to it.
- Select either Employee ID or SSN/EIN/ITIN\*:** A radio button selection area where "Last 4 Digits of SSN, EIN, or ITIN" is selected. A red arrow labeled "6" points to this selection.
- Last 4 Digits of SSN, EIN, or ITIN:** A text box containing "...." with a red arrow labeled "6" pointing to it.
- Type it again:** A text box containing "...." with a red arrow labeled "7" pointing to it.
- Birth month and day\*:** A dropdown menu showing "May" and a text box containing "11". A red arrow labeled "8" points to the dropdown menu.
- Confirm:** A button with a red arrow labeled "9" pointing to it.



## Couldn't be found

- If ADP can't find you, call the ADP Helpline at 724-4500





## Were found

10. If you were found, select “Register now.”



We found you!

We have found John Smith in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization’s administrator for assistance.

Cancel



10

Register now



# Contact Information

11. Enter your contact information (email and mobile phone number) in case you need to reset your password.
12. Select “Work” or “Personal” for each entry.
13. If you want text messages sent to your phone, check the authorization box.

The screenshot shows a web browser window with the URL <https://netsecure.adp.com/pages/sms/ess/pub>. The page title is "Register for ADP Services" and the user is identified as "John Smith". The main heading is "Enter your contact information" with a sub-heading "How will this be used by ADP?". A message box states: "To avoid answering your security questions during your next password reset, you can:" followed by two bullet points: "Enter an email address and mobile phone number that are not shared with others." and "Authorize ADP to send you text messages about your account." Below this, there are three input fields: "Email address\*" with the value "johnsmith@yahoo.com", "Mobile phone number" with a dropdown set to "United States" and a text box containing "520-724-6830", and a checkbox for authorization. To the right of the email field are radio buttons for "Work" (selected) and "Personal". To the right of the mobile phone field are radio buttons for "Work" and "Personal" (selected). Three red arrows with numbers 11, 12, and 13 point to the email field, the mobile phone field, and the authorization checkbox, respectively.

**11** Email address\* johnsmith@yahoo.com **12**  Work  Personal

**13** Mobile phone number United States 520-724-6830  Work  Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).



# Create Password for Your Account

14. Create a password to access your account (they must be at least 8 characters long and contain at least one letter and one number).
  15. Confirm the password.
- ✓ Please make a note of your User ID (which you'll need to log in)

**Mobile phone number** United States   Work  Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

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**View your user ID and create a password**

Memorize your user ID and password now, so you remember them later.

**User ID\*** JSmith@pimacounty **← User ID**

**14** **Password (case sensitive)\***  Password Strength: **Strong**

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

**15** **Confirm password (case sensitive)\***



# In Case You Forget ID or Password

16. Select your choice of security questions from the drop down list of security questions.
17. Type in your response in the line below.
18. Do this for Questions 2 and 3 (Note: Answers cannot be the same for each question).
19. Select "Register now."

Confirm password (case sensitive)\*

---

**In case you forget your user ID or password**

Use answers to your security questions that you can easily remember later. ✕

**16** Question 1\*

**17** Your answer (not case-sensitive)\*

**18** Question 2\*

Your answer (not case-sensitive)\*

**18** Question 3\*

Your answer (not case-sensitive)\*

**19**

[Privacy](#) [Legal](#)



# Registration Complete

20. To fully activate your account, ADP will send you a confirmation message to your email and/or a text message to your phone. Follow the directions to activate your account.
21. Check to see if you can log-in now by selecting "Self Service."

The screenshot shows the ADP registration completion page for Pima County. At the top left is the Pima County logo. The main heading reads "Your registration for ADP services is complete!". Below this, there are two columns of information. The left column, titled "Things to do for your account", lists two items: "Add ADP Services" and "Activate your email and mobile phone". The right column shows the user ID "JSmith@pimacounty" and the available ADP services, with a "Self Service" button highlighted. A red arrow labeled "20" points to the "Activate your email and mobile phone" section, and another red arrow labeled "21" points to the "Self Service" button.

**PIMA COUNTY**

**Your registration for ADP services is complete!**

**Things to do for your account**

- Add ADP Services**  
One or more ADP services require some information before you can use them. [Click here](#) now to provide your information.
- Activate your email and mobile phone**  
[What is this?](#)

ADP has sent you a confirmation message to johnsmith@yahoo.com and +1 520-724-6830.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message?  
<br/><br/>Contact your organization's administrator for assistance.

**Your user ID** JSmith@pimacounty

**Your available ADP services:**

**Self Service**



# User Sign In

22. Select "USER SIGN IN"

https://portal.adp.com/ - Self Service Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

**ADP**

User Sign In

**22** 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

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11:06 AM  
2/12/2016



# Enter User Name and Password

23. Enter your user name and password.

24. Select "OK"

The screenshot shows a Windows Security dialog box with the following text: "The server gateway.adp.com at Portal Access [15:09:40:8080] requires a username and password." Below this, there is a PIMA COUNTY logo, a username field containing "JSmith@pimacounty", a password field with masked characters, and a checkbox for "Remember my credentials". At the bottom of the dialog are "OK" and "Cancel" buttons. Red arrows with numbers "23" and "24" point to the username field and the "OK" button, respectively. The background is a web page with "User Sign In" text and buttons for "USER SIGN IN" and "ADMINISTRATOR SIGN IN".



# Self Service Portal

https://portal.adp.com/wps/myportal/sitemap

Automatic D... Portal Integration

File Edit View Favorites Tools Help

Welcome, John Smith

PIMA COUNTY

Company Directory | Log Off

Search Company Directory

Home Time & Attendance Pay & Taxes Personal Information Benefits

### What's New

**Welcome to the ADP Self Service Portal!**

Self Service is your one-stop shop for managing your personal information, gaining knowledge of corporate policies and procedures and staying in touch with what's new.

### Message Center at a Glance

**Attention:** On February 4, 2016 you will be directed to the Pima County Policies and Guidelines Tab. You must read and acknowledge Personnel Policy 8-111 Outside Employment; Personnel Policy 8-119 Rules of Conduct; and Board of Supervisor's Policy C 2.1 Workplace Ethics, Conduct and Compliance by February 22, 2016.

Due to a processing error, ADP did not update the sick, vacation, comp accruals section of your paystub. It will be updated next pay period and will reflect both pay periods. You can view your current balances in eTIME under my accruals. We apologize for the inconvenience.

### Benefits News

Click [here](#) to access Pima County's Human Resources page for Wellness Programs that are administered by Pima County HR.

### Recommended Links

- [Payroll Forms link](#)
- [Holiday Calendar](#)
- [Human Resources Main page](#)
- [Payroll Calendar for 2016](#)
- [Conversion Table Minutes vs. Decimal](#)
- [Read and Acknowledge Instructions](#)
- [Internal Career Center](#)
- [VirtualEdge](#)

**Access your information by selecting items on the tool bar.**

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# Direct Deposit

25. Select “Pay & Taxes” from the tool bar.
26. Select “Direct Deposit”

The screenshot shows a web browser window with the URL <https://portal.adp.com/wps/myportal/sitemap/>. The browser's address bar includes the ADP logo and the text "Portal Integration". Below the browser window is a navigation menu with the following items: Home, Time & Attendance, Pay & Taxes, Personal Information, and Benefits. A red arrow labeled "25" points to the "Pay & Taxes" menu item. Below the navigation menu, there is a "What's New" section with a blue header and a photograph of four people looking at a laptop. A red arrow labeled "26" points to the "Direct Deposit" link in the "What's New" section. The "Direct Deposit" link is highlighted in red. Below the "What's New" section, there is a welcome message: "Welcome to the ADP Self Service Portal! Self Service is your one-stop shop for managing your personal information, gaining knowledge of corporate policies and procedures and touch with what's new."



# Direct Deposit

27. You may have an account listed if you received payment as a poll worker on a pay card in the past.
28. You will need to add your bank account information to get your direct deposit; select “Add New.”

Below is the direct deposit information currently in effect. To add a new direct deposit, click **Add New**. To delete or change a direct deposit, click the appropriate direct deposit account.

**Note:** An asterisk (\*) identifies the account that will receive any pay that is not allocated.

**Important Information:** Changes made to banking institutions or accounts may take up to 2 pay periods to become effective while the information is being verified and validated. During this time, you will receive a Pay Card.

For questions, please contact Central Payroll.  
Telephone: 520-724-8787  
Email: [centralpayroll@pima.gov](mailto:centralpayroll@pima.gov)

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
Checking *	998	XXXXXXXX	XXXXXXXXX1551	\$0.00



# Direct Deposit

29. Choose which type of account you want your funding deposited (Checking or Savings) from the drop down menu.
30. Leave the priority box at "0."
31. Select "Percent" and type in 100 in the box.

Home ▾ Time & Attendance ▾ **Pay & Taxes ▾** Personal Information ▾ Benefits ▾

### Direct Deposit

Enter your changes and click **Save**

**Important Information: Changes made to banking institutions accounts may take up to 2 pay periods to be on Card.**

For questions, please contact Central Payroll.  
Telephone: 520-724-8787  
Email: [centralpayroll@pima.gov](mailto:centralpayroll@pima.gov)

Account:	▶	Checking
Priority:	▶	0
Deposit Amount:	▶	<input checked="" type="radio"/> Percent <input type="text" value="100.00"/>
Remaining Net Pay Account:	▶	<input type="checkbox"/>
Bank Transit Number:	▶	<input type="text"/>
Confirm Bank Transit Number:	▶	<input type="text"/>
Account Number:	▶	<input type="text"/>
Confirm Account Number:	▶	<input type="text"/>

MICHAEL OR LISA SMITH  
1234 MAIN STREET  
COLORADO SPRINGS, CO 82339

Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

YOUR FINANCIAL INSTITUTION  
ADDRESS OF YOUR INSTITUTION

FOR \_\_\_\_\_

Bank Transit Number: 123456789 123456789 101

Please agree to the following:



# Direct Deposit

32. Enter your bank transit (routing) number and confirm it in the box below.

33. Enter your bank account number and confirm it in the box below.

34. Check the box authorizing the county to deposit your pay into your bank account.

35. Select "Save."

Deposit Amount:	<input type="radio"/> Amount <input checked="" type="radio"/> Percent	1
Remaining Net Pay Account:	<input type="checkbox"/>	
Bank Transit Number:	<input type="text" value="123456789"/>	32
Confirm Bank Transit Number:	<input type="text" value="123456789"/>	
Account Number:	<input type="text" value="12456234"/>	33
Confirm Account Number:	<input type="text" value="12456234"/>	

Please agree to the following:

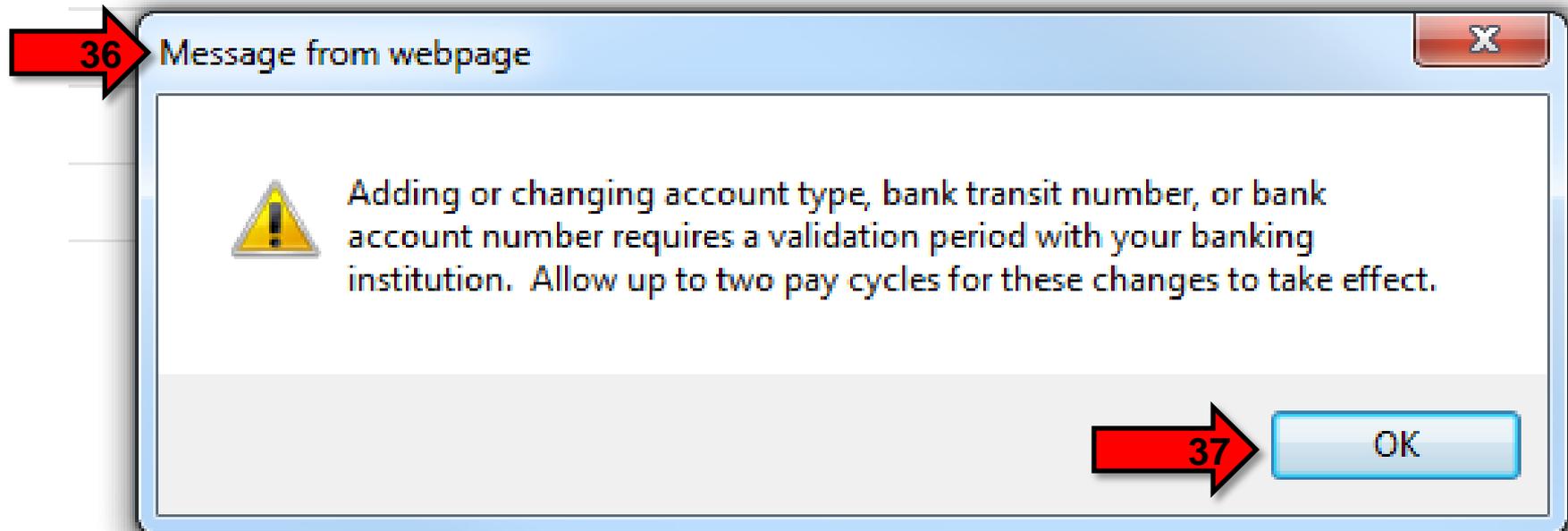
By selecting this check box and clicking Save, you have agreed to the following statement: I authorize each pay date. If funds to which I am not entitled are deposited into my account, I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated.



## Direct Deposit

36. A message will pop up informing you that it may take two pay cycles for the changes to take effect.

37. Select "OK"





# Log Off

https://portal.adp.com/wps/myportal/sitemap/ Automatic D... Portal Integration

Welcome, John Smith

Company Directory | **Log Off**

Search Company Directory

Home | Time & Attendance | **Pay & Taxes** | Personal Information | Benefits

### Direct Deposit

Below is the direct deposit information currently in effect. To add a new direct deposit, click **Add New**. To delete or change a direct deposit, click the appropriate direct deposit account.

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For questions, please contact Central Payroll.  
Telephone: 520-724-8787  
Email: [centralpayroll@pima.gov](mailto:centralpayroll@pima.gov)

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
<a href="#">Checking</a>	0	XXXXXXXXXX	XXXXXX0509	100.00 %
<a href="#">Checking *</a>	998	XXXXXXXXXX	XXXXXXXXXX1551	\$0.00

**Add New**

### Financial Tools

[W-4 Assistant](#)

**Make sure you log off when you are done.**

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If you have any problems accessing or setting up your account, contact the ADP Helpline at

**724-4500**

If you have any problems setting up your direct deposit, contact Pima County Central Payroll at

**724-8787**