



# Employee Self Service (ESS) Registration

October 2014

# Employee Self Service (ESS)



- Secure source for employee-related information
- All employees have access to ESS.
  - Personal Data changes
  - Home, Mailing and email Addresses
  - Emergency Contacts
  - Phone Numbers
  - Payroll Direct Deposit details
  - Tax withholding details
  - Benefits system to review and manage life events and dependents
  - VirtualEdge Internal Career Center for Pima County job applications
  - eTIME for timecards and time off requests
  - Complete online policy acknowledgements
- *Manager Self Service (MSS) for employees with direct reports*

# Registering in ESS



Before you begin, please have the following information ready.

- URL of your ADP service web site: <https://portal.adp.com>
- Registration code = pimacounty-register
- Your first and last name (must match payroll system)
- Last 4 digits of your SSN
- Your birth month and day
- Your email address
- Mobile phone number (optional)
- A Password
- Answers to 3 security questions to help verify your identity in the future.

What was your childhood nickname that most people do not know?  
In what city was your mother born? (Enter full name of city only)?  
In what city was your father born? (Enter full name of city only)?  
What is the first and last name of your childhood best friend?  
What is the first and last name of your mother's father? (Your maternal grandfather)?  
What is the first and last name of your father's father? (Your paternal grandfather)?  
What was the name of your first pet?  
What was the first and last name of your maid/matron of honor at your wedding?  
What was the first and last name of your best man at your wedding?  
What is the first and last name of your oldest niece?  
What is the first and last name of your oldest nephew?  
What was the first and last name of your first manager?  
What was the first and last name of your first girlfriend/boyfriend?  
What was the last name of your favorite teacher in your final year of school?  
What was the first concert you attended?  
What was the first foreign country you visited?

# Registering in ESS



- Go to <https://portal.adp.com>
- Click the link [First Time Users Register Here](#)

**ADP**

User Login Administrator Login

■ [First Time Users Register Here](#)

■ [Need Help Getting Started?](#)

■ [Update My Security Profile](#)

■ [Change your Password](#)

■ [Make This Site Your Home Page](#)

■ [Forgot your User Id](#)

■ [Forgot your Password](#)

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PRIVACY LEGAL

Enter the registration code. pimacounty-register  
Click **GO**.



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

Registration code\*

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

Registration code\*

[What is this?](#)

Last 4 Digits of SSN,

Type it again\*

Birth month and day\*  /

If this is not Pima County, click **Start over**.

Enter your first and last name.

Enter the last 4 digits of your SSN.

Enter your Birth Month and Day.

Click **Confirm**.



## Register for ADP Services

John Smith

### Enter your contact information How will this be used by ADP?

Email address\*   Work  Personal

Mobile phone number    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](#).

### View your user ID and create a password

User ID\*

Password\*  Password Strength: Good

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

Confirm password\*

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

Question 1\*

Your answer\*

Question 2\*

Your answer\*

Question 3\*

Your answer\*



Register now

Notifications from Pima County and ADP will be sent to this email and/or mobile phone.



You may also use this information to retrieve your forgotten user ID or password.

The ADP system will assign your user ID.

Create a strong password to protect your account. Passwords are case-sensitive.

Select questions and answers that you will remember later.

If you ever forget your user ID or password, you will be required to respond with the exact answers to confirm that you are the rightful owner of the account.



Your registration for ADP services is complete!

→ Things to do for your account

**Activate your email and mobile phone**

ADP has sent you a confirmation message to john.smith@testcompany.com and 973-974-5000.

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

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

✓ Your available ADP services

ADP Security Management

Self Service



PIMA COUNTY

Your registration is complete.

You can use your user ID and password to access ESS.

Your next steps are to:

- Activate your email and mobile phone number (if applicable) to receive important notifications from Pima County and ADP. (This can be done later.)
- Review your information in the system.
- Add emergency contacts and phone numbers.

# Activate your Email Address



- Once you are registered, ADP will send you an email with instructions on how you can activate your email address.
- Click the link in the email you received from ADP to complete the activation.

From: SecurityServices\_NoReply@adp.com  
To: <your email address>  
Subject: ADP Generated Message: Activate Your Email Address

<First Name Last Name>

Thank you for setting up your account with ADP.

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Click on the link to activate your email for contacts from ADP: [Your activation link](mailto:your_email@adp.com)

Need help or have questions about your account?  
Contact your organization's administrator for assistance

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

# Activate your Mobile Phone



- If you provided a mobile phone number during registration, look out for a text message from ADP.
- Reply with the code ##### to activate your mobile number.
- Note: In the United States, the message will come from sender "90206".

