

Objectives:

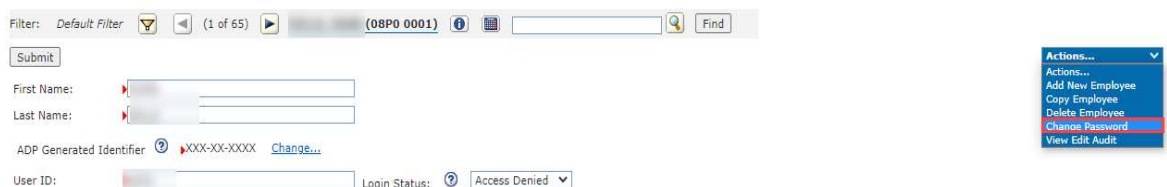
- How to Reset an Employee's Password – standalone account
- How to Reset an Employee's Password – payroll with time integration
- How to Reset a Contractor's Password
- Confirming Access Granted

Resetting Employee Password – Standalone

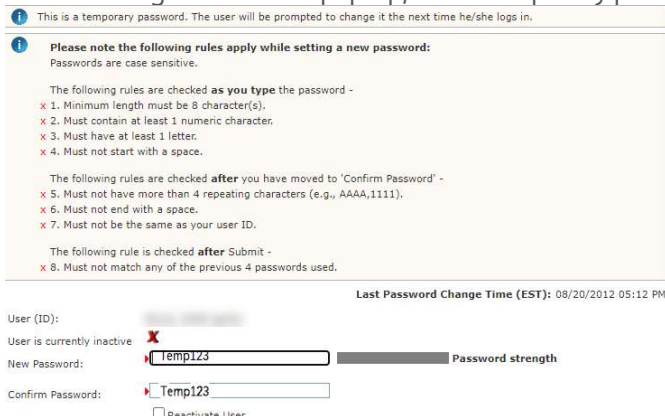
1. Navigate to **ezlm.adp.com**, Enter Client Database name, if necessary, Enter User ID and Password to log in.
2. Click **Setup**, choose **Employees**



3. On the far right choose **Change Password** from the Actions menu.



4. On the Change Password pop-up, enter temporary password (case sensitive). i.e. Temp123



Employee Password Reset

- If a red X appears next to User is currently inactive, add a check to Reactivate User.

User (ID): [Redacted]

User is currently inactive ☒ **X**

New Password: Password strength [Progress Bar]

Confirm Password:

☐ Reactivate User

- Click Save.

Confirming if an Employee has been Granted Access to ezLaborManager

- Navigate to **ezlm.adp.com**, Enter Client Database name, if necessary, Enter User ID and Password to log in.
- Click **Setup**, choose **Employees**.



- Under the Login Status option, choose Access Granted from the drop-down menu.

Employees

Filter: Default Filter [Dropdown] (1 of 65) [08P0 0001] [Find]

First Name:

Last Name:

ADP Generated Identifier [Change...](#)

User ID: Login Status:

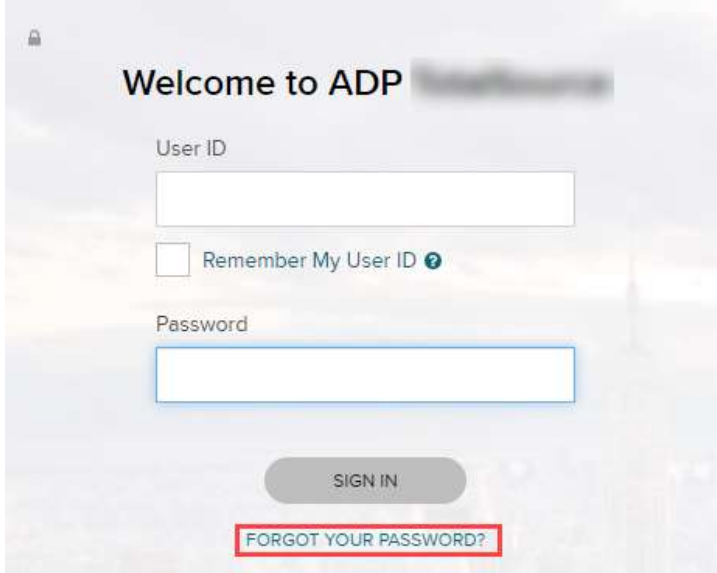
- Click Save.

Employee Password Reset

Resetting Employee Password – Payroll with Time Integration

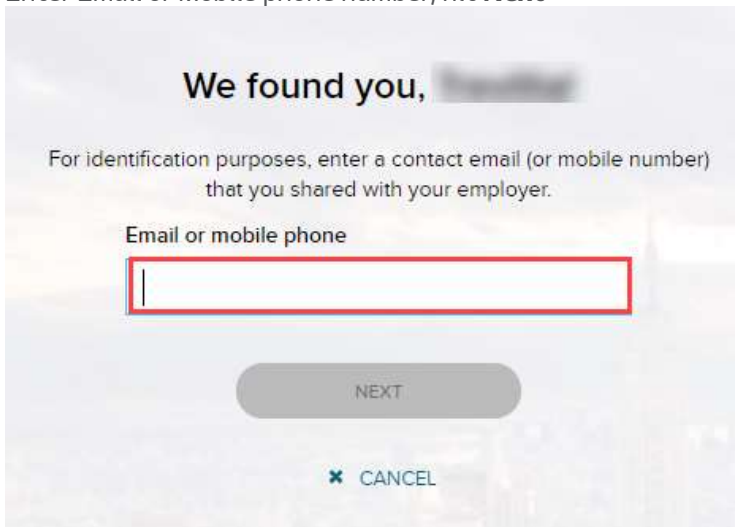
- TotalSource Login Page: mytotalsource.com or call 800-554-1802
- Resource Login Page: myadpresource.com or call 800-416-6131

1. Enter User ID, select **FORGOT YOUR PASSWORD?** Link.



The image shows the ADP login page. At the top, it says "Welcome to ADP" followed by a blurred name. Below this, there is a "User ID" label and a text input field. Underneath the input field is a checkbox labeled "Remember My User ID" with a help icon. Below that is a "Password" label and another text input field. At the bottom, there is a "SIGN IN" button and a link labeled "FORGOT YOUR PASSWORD?" which is highlighted with a red rectangle.

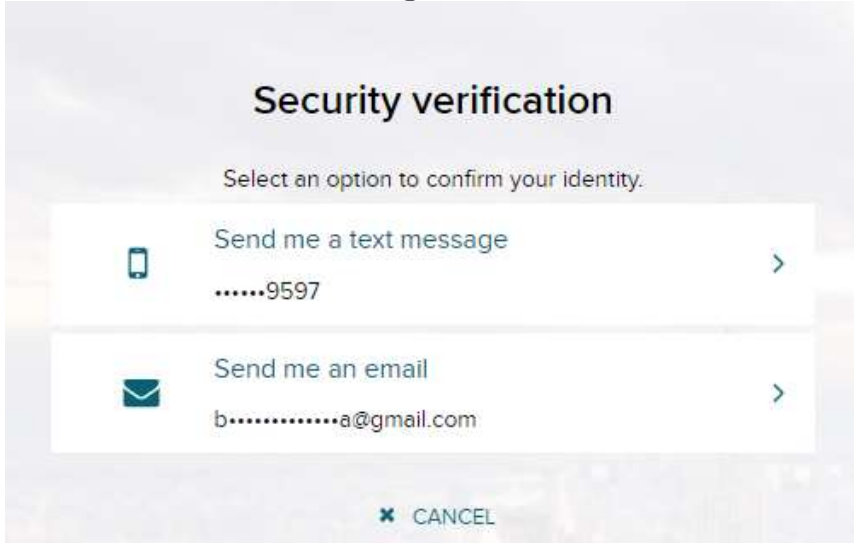
2. Enter Email or Mobile phone number, hit **Next**



The image shows the "We found you" screen. It says "We found you," followed by a blurred name. Below this, it says "For identification purposes, enter a contact email (or mobile number) that you shared with your employer." There is a label "Email or mobile phone" and a text input field, which is highlighted with a red rectangle. At the bottom, there is a "NEXT" button and a "CANCEL" link with an 'x' icon.


Employee Password Reset


3. Choose to **Send me a text message** or **Send me an email**




Security verification

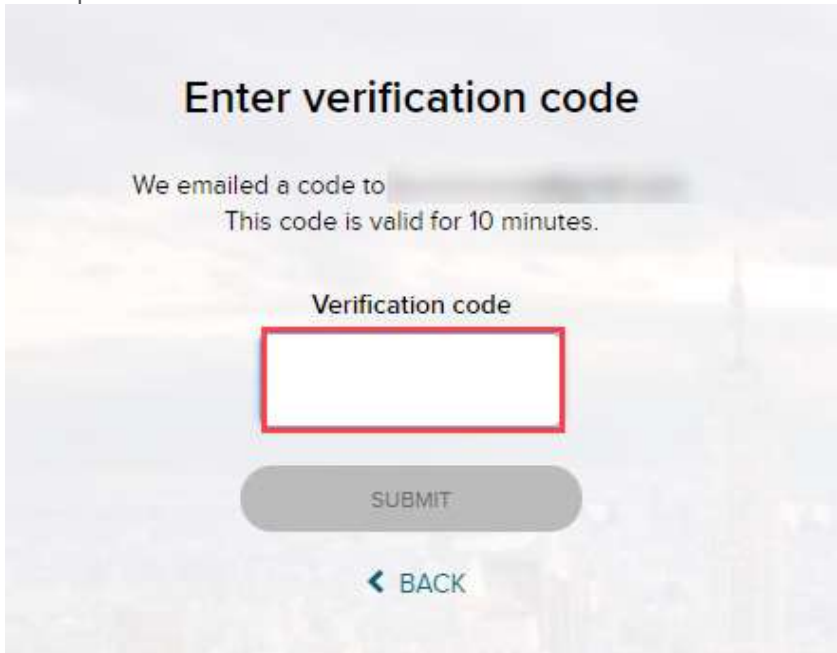
Select an option to confirm your identity.

 Send me a text message >
.....9597

 Send me an email >
b.....a@gmail.com

 CANCEL

4. Enter provided verification code.




Enter verification code

We emailed a code to [redacted]
This code is valid for 10 minutes.

Verification code

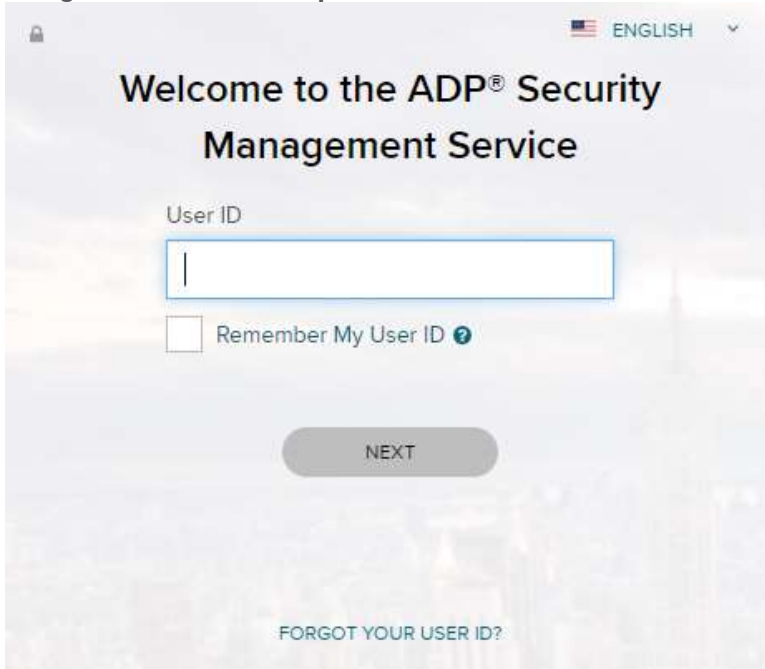
SUBMIT

 BACK

5. Enter new password.

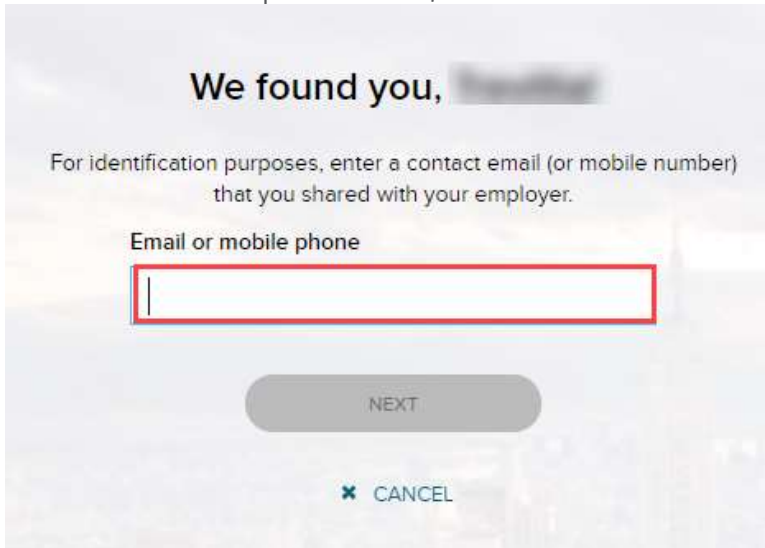
Resetting a Contractor Password – with Enhanced Integration/Single Sign-on

1. Navigate to **netsecure.adp.com**.



The screenshot shows the 'Welcome to the ADP® Security Management Service' page. At the top right, there is a language selector set to 'ENGLISH'. The main heading is 'Welcome to the ADP® Security Management Service'. Below this, there is a 'User ID' label and a text input field. A checkbox labeled 'Remember My User ID' with a help icon is positioned below the input field. A 'NEXT' button is centered below the checkbox. At the bottom, there is a link that says 'FORGOT YOUR USER ID?'.

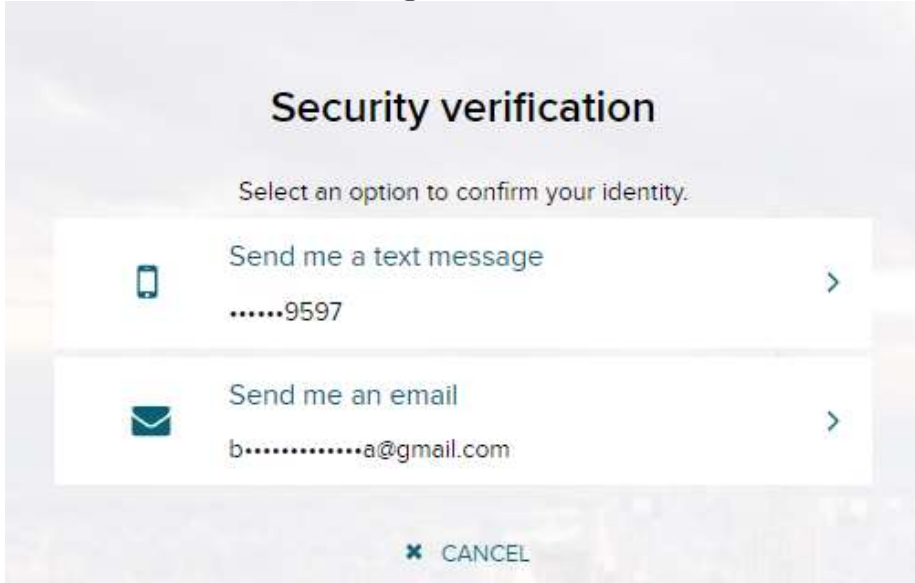
2. Enter Email or Mobile phone number, hit **Next**



The screenshot shows the identification step of the password reset process. The heading is 'We found you, [blurred name]'. Below this, a message states: 'For identification purposes, enter a contact email (or mobile number) that you shared with your employer.' There is a label 'Email or mobile phone' above a text input field. A 'NEXT' button is centered below the input field. At the bottom, there is a 'CANCEL' button with a small 'x' icon to its left.


Employee Password Reset


3. Choose to **Send me a text message** or **Send me an email**




Security verification

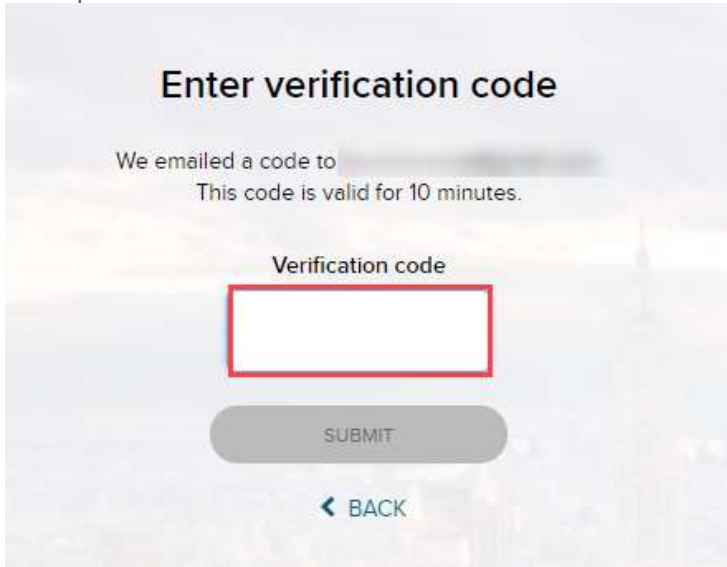
Select an option to confirm your identity.

 Send me a text message >
.....9597

 Send me an email >
b.....a@gmail.com

 CANCEL

4. Enter provided verification code.




Enter verification code

We emailed a code to [redacted]
This code is valid for 10 minutes.

Verification code

SUBMIT

 BACK

5. Enter new password.
6. Employee can then log in through ezlm.adp.com with User ID and Password.