



External Administrator Registration for ezLaborManager

Objectives:

- Registering a non-employee Administrator to ezLaborManager with payroll.
 - Reach out to your ezLaborManager support team for assistance if External Administrator is to manage payroll and timecards.
- Registering a non-employee Administrator to ezLaborManager only

Registration Emails for ezLaborManager Only External Administrators:

As an External Administrator you will need to follow the emailed registration steps in order to gain access to ezLaborManager. Two emails are generated from **SecurityServices_NoReply@adp.com**. The first email provides the User ID along with a link to <https://netsecure.adp.com>. The second email provides the temporary password. Sample emails are shown below.

Welcome, Patricia Conti

Use the information in this email to register as an administrator and access your ADP service(s).

Important: Do not close your browser until you complete this process and log in to your ADP web site. Keep this email for your reference.

User ID: PConti1@88ATEST

Instructions:

1. Go to this URL: <https://netsecure.adp.com/>
2. On the Login page, click Admin Login.
3. Enter your user ID.
4. Click Submit.

Follow the instructions on the screen to complete the process and access your ADP service.
This email has been sent from an automated system. DO NOT REPLY.

This e-mail has been sent from an automated system. DO NOT REPLY. If you have any questions, contact your administrator for assistance.

Your password for ADP's Internet services has been temporarily reset to: LVwL6JKXhh

For security reasons, follow the instructions below to change your password immediately.

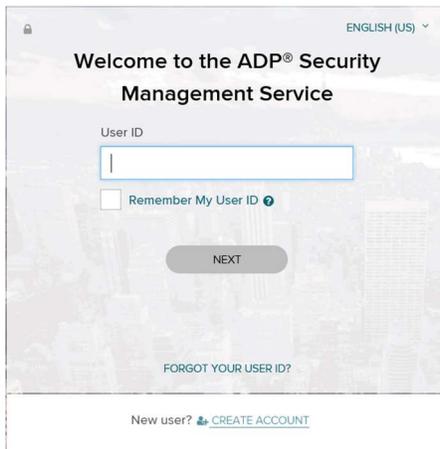
INSTRUCTIONS

1. Log on using your User ID and the temporary password.
2. Follow the instructions on the site to create a new password.

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Netsecure Login Page:

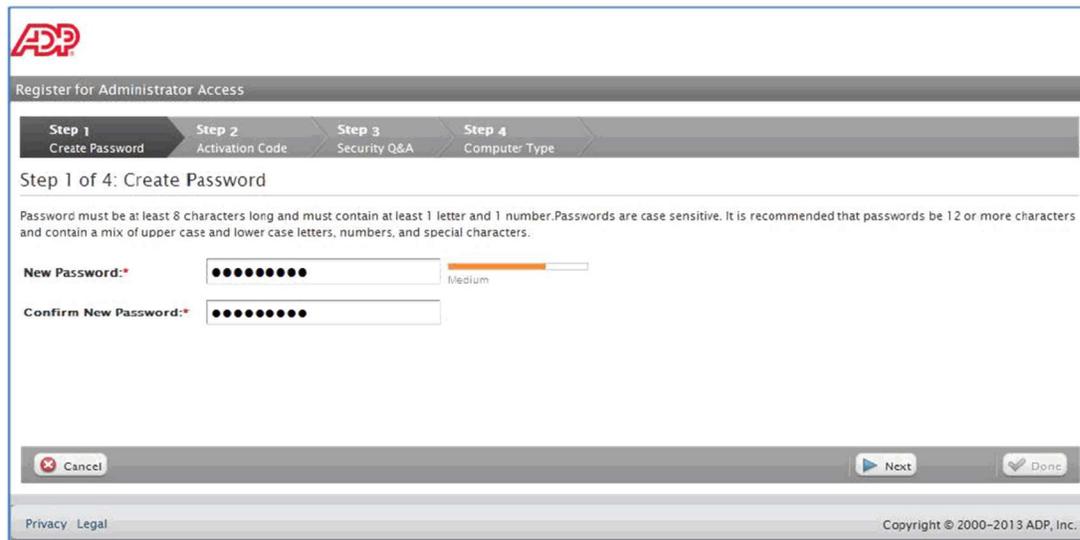
The link will take you to the Netsecure login page. Enter your user ID, select Next, and enter your temporary password.



The screenshot shows the Netsecure login page for the ADP Security Management Service. It features a language dropdown set to 'ENGLISH (US)', a 'User ID' input field, a 'Remember My User ID' checkbox, a 'NEXT' button, and a 'FORGOT YOUR USER ID?' link. At the bottom, there is a link for 'New user? CREATE ACCOUNT'.

Register for Administrator Access

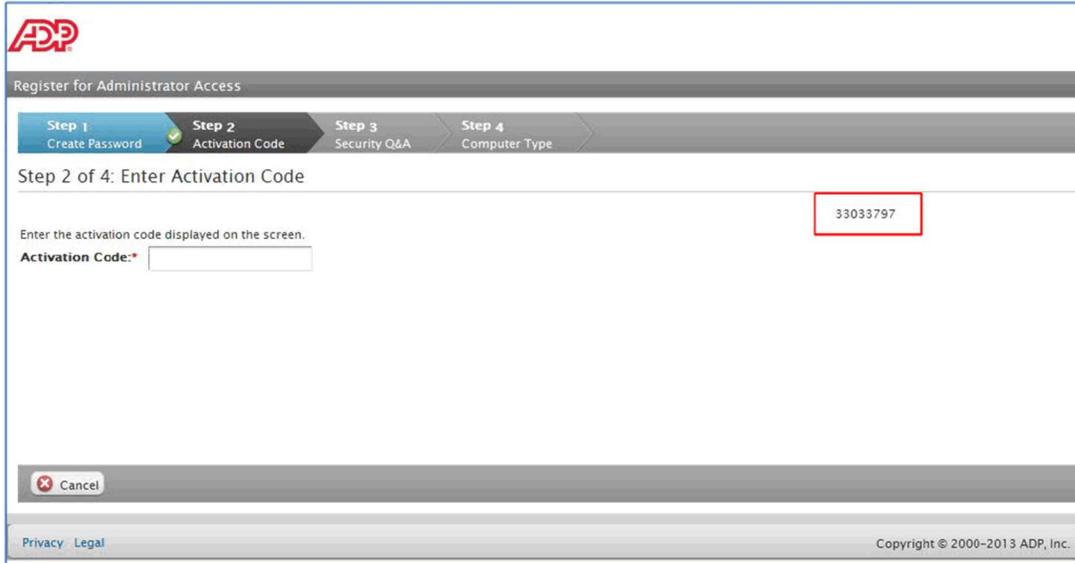
Step 1 - Create Password: Password must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower-case letters, numbers, and special characters.



The screenshot displays the 'Register for Administrator Access' process, specifically 'Step 1 of 4: Create Password'. It includes a progress bar with steps: Step 1 (Create Password), Step 2 (Activation Code), Step 3 (Security Q&A), and Step 4 (Computer Type). The password requirements are detailed: 'Password must be at least 8 characters long and must 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.' The form has two password input fields: 'New Password:*' and 'Confirm New Password:*'. A strength indicator shows 'Medium' strength. At the bottom, there are 'Cancel', 'Next', and 'Done' buttons, along with 'Privacy' and 'Legal' links and a copyright notice for 2000-2013 ADP, Inc.

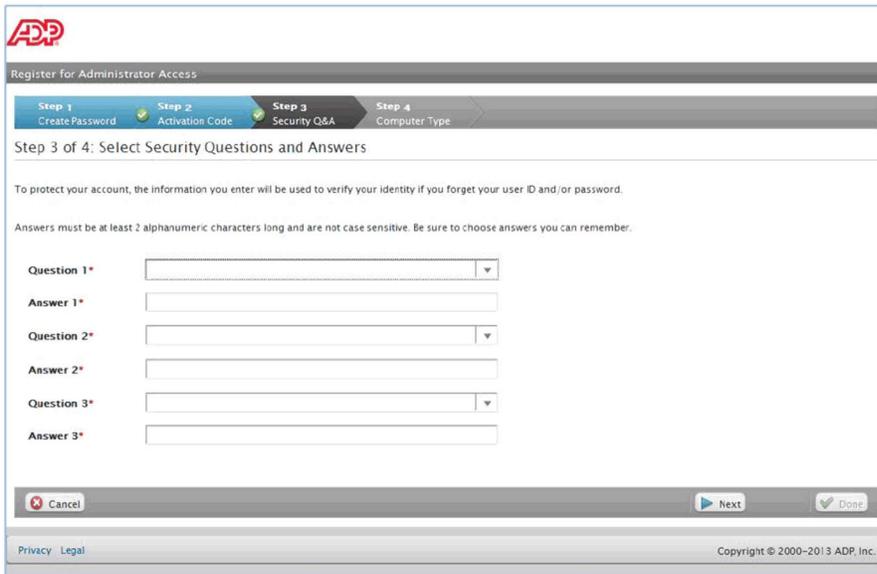
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Step 2 - Activation Code: Enter the activation code displayed on the screen.



The screenshot shows the 'Register for Administrator Access' page. A progress bar at the top indicates four steps: Step 1 (Create Password), Step 2 (Activation Code), Step 3 (Security Q&A), and Step 4 (Computer Type). Step 2 is currently active. Below the progress bar, the text reads 'Step 2 of 4: Enter Activation Code'. A red box highlights the activation code '33033797' displayed on the screen. Below this, there is a text prompt 'Enter the activation code displayed on the screen.' followed by a label 'Activation Code:*' and an empty input field. At the bottom left, there is a 'Cancel' button with a red 'X' icon. At the bottom right, there is a copyright notice: 'Copyright © 2000-2013 ADP, Inc.' Links for 'Privacy' and 'Legal' are located at the bottom left.

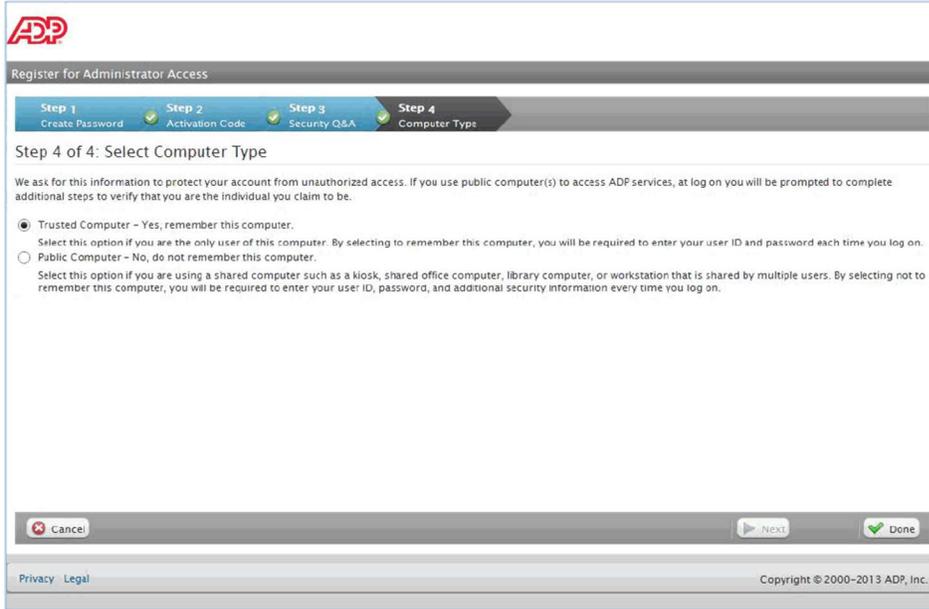
Step 3 - Security Q&A: To protect your account, the information you entered will be used to verify your identity if you forget your user ID and/or password. Answers must be at least 5 alphanumeric characters long and are not case sensitive.



The screenshot shows the 'Register for Administrator Access' page. The progress bar now shows Step 3 (Security Q&A) as active. Below the progress bar, the text reads 'Step 3 of 4: Select Security Questions and Answers'. A text prompt states: 'To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password. Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.' Below this, there are three sets of questions. Each set consists of a dropdown menu for the question and a text input field for the answer. The questions are labeled 'Question 1*', 'Question 2*', and 'Question 3*'. The answers are labeled 'Answer 1*', 'Answer 2*', and 'Answer 3*'. At the bottom left, there is a 'Cancel' button with a red 'X' icon. At the bottom right, there are 'Next' and 'Done' buttons. At the bottom right, there is a copyright notice: 'Copyright © 2000-2013 ADP, Inc.' Links for 'Privacy' and 'Legal' are located at the bottom left.

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Step 4 - Computer Type: Choose **Trusted Computer** if you are the only user on the computer. If you choose **Public Computer** to access ADP services, at log on you will be prompted to complete additional pages to verify that you are the individual you claim to be.



The screenshot shows the ADP registration interface for Administrator Access. At the top, the ADP logo is displayed. Below it, the title "Register for Administrator Access" is shown. A progress bar indicates four steps: Step 1 (Create Password), Step 2 (Activation Code), Step 3 (Security Q&A), and Step 4 (Computer Type). Step 4 is currently active. The main heading is "Step 4 of 4: Select Computer Type". Below this, a paragraph explains the purpose of the information: "We ask for this information to protect your account from unauthorized access. If you use public computer(s) to access ADP services, at log on you will be prompted to complete additional steps to verify that you are the individual you claim to be." Two radio button options are presented: "Trusted Computer - Yes, remember this computer." (which is selected) and "Public Computer - No, do not remember this computer." Each option includes a brief explanation of when to use it. At the bottom of the form, there are "Cancel", "Next", and "Done" buttons. The footer contains "Privacy Legal" links and "Copyright © 2000-2013 ADP, Inc."

Note: If you close out midway through the Administrator Access setup, you may be presented with 3 steps the next time you access it since you already setup your new password.