



# 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.

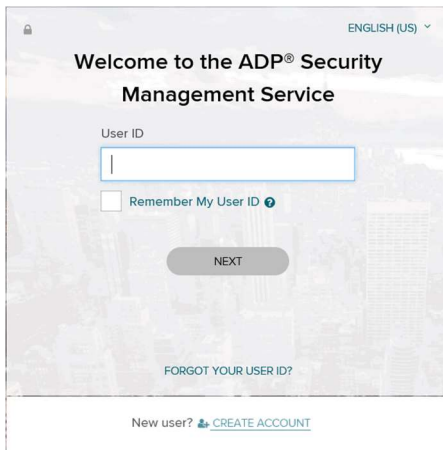
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INSTRUCTIONS  
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1. Log on using your User ID and the temporary password.
2. Follow the instructions on the site to create a new password.

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## Netsecure Login Page:

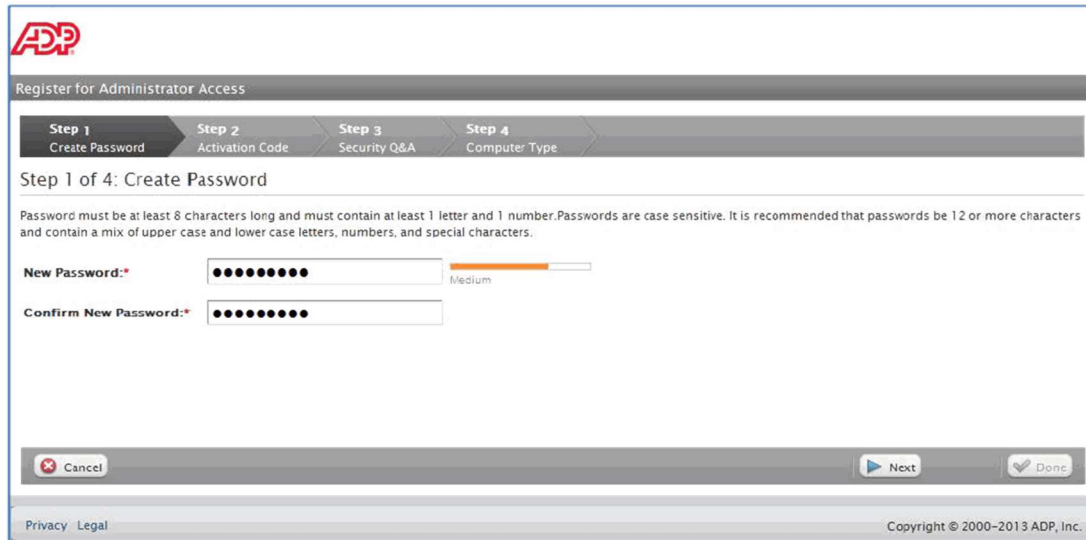
The link will take you to the Netsecure login page. Enter your user ID, select Next, and enter your temporary password.



The image shows the Netsecure login page for ADP. At the top, it says "Welcome to the ADP® Security Management Service". Below this, there is a "User ID" input field. To the right of the input field is a "Remember My User ID" checkbox. Below the input field is a "NEXT" button. At the bottom, there is a link for "FORGOT YOUR USER ID?". At the very bottom, there is a link for "New user? CREATE ACCOUNT".

## Register for Administrator Access

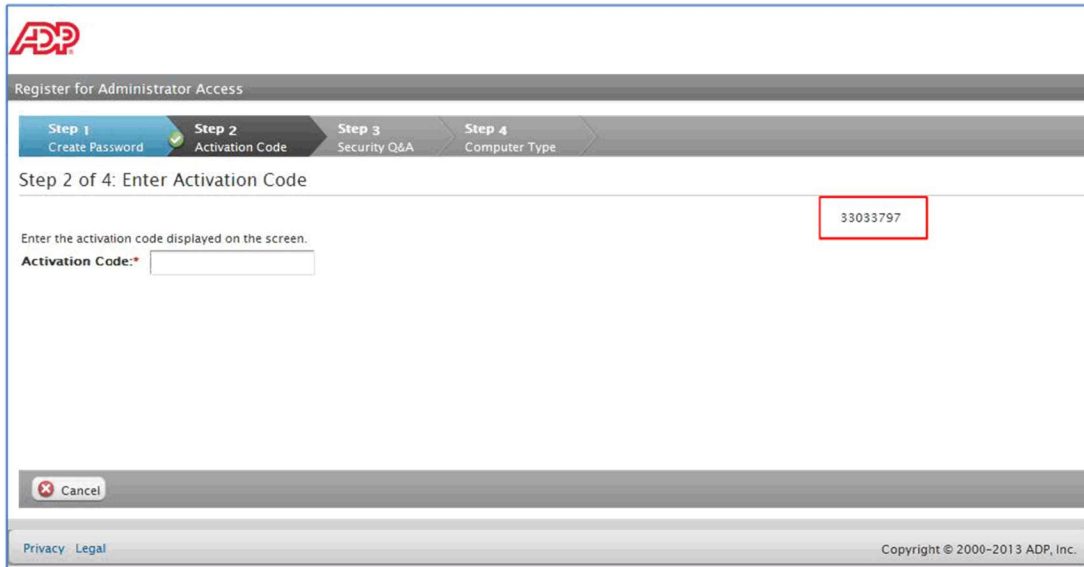
**Step 1 - Create Password:** Password must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower-case letters, numbers, and special characters.



The image shows the "Register for Administrator Access" page. At the top, there is a progress bar with four steps: Step 1 (Create Password), Step 2 (Activation Code), Step 3 (Security Q&A), and Step 4 (Computer Type). Below the progress bar, it says "Step 1 of 4: Create Password". Below this, there is a text box that says "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." Below this text box, there are two input fields: "New Password:" and "Confirm New Password:". The "New Password:" field has a strength indicator bar that is currently at "Medium". At the bottom, there are three buttons: "Cancel", "Next", and "Done". At the very bottom, there are links for "Privacy" and "Legal", and a copyright notice: "Copyright © 2000-2013 ADP, Inc."

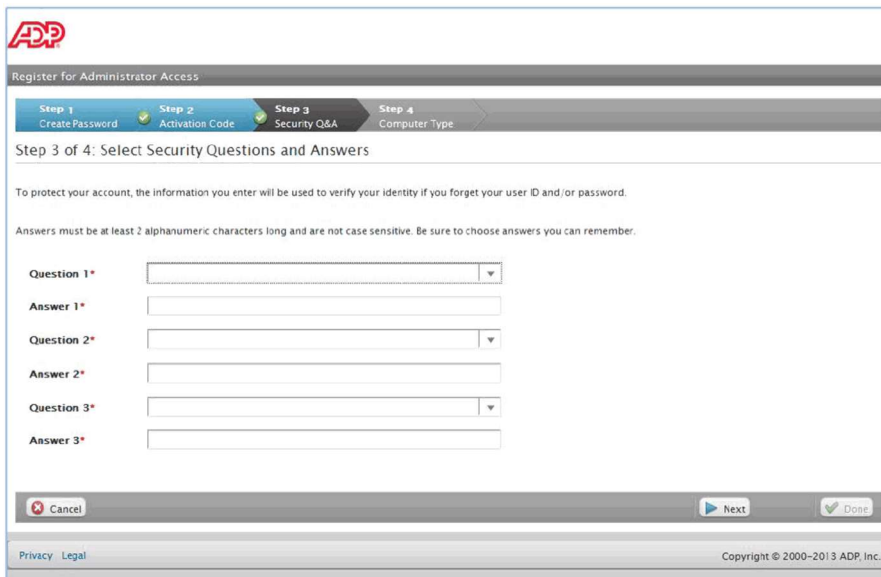
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**Step 2 - Activation Code:** Enter the activation code displayed on the screen.



The screenshot shows the 'Register for Administrator Access' window. At the top, the ADP logo is on the left, and the title 'Register for Administrator Access' is in the center. Below the title is a progress bar with 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. The main heading is 'Step 2 of 4: Enter Activation Code'. Below this, it says 'Enter the activation code displayed on the screen.' and 'Activation Code: \*' followed by a text input field. To the right of the input field, the activation code '33033797' is displayed in a red-bordered box. At the bottom left is a 'Cancel' button with a red 'X' icon. At the bottom right is a footer with 'Privacy Legal' links and 'Copyright © 2000-2013 ADP, Inc.'

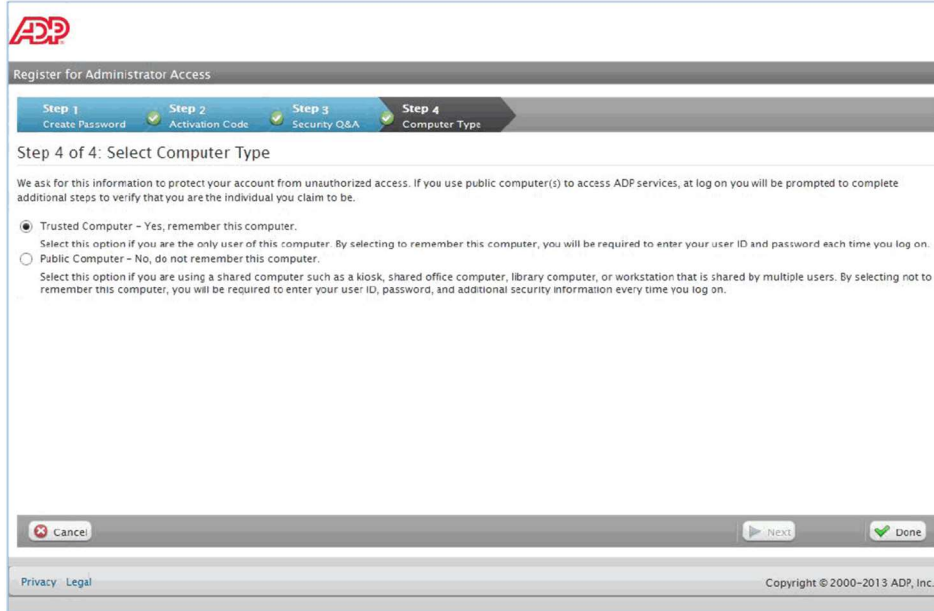
**Step 3 - Security Q&A:** To protect your account, the information you entered will be used to verify your identity if you forget your user ID and/or password. Answers must be at least 5 alphanumeric characters long and are not case sensitive.



The screenshot shows the 'Register for Administrator Access' window at Step 3. The progress bar now shows Step 3 (Security Q&A) as active. The main heading is 'Step 3 of 4: Select Security Questions and Answers'. Below this, it says 'To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.' and 'Answers must be at least 5 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.' There are three sets of questions, each with 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 is a 'Cancel' button with a red 'X' icon. At the bottom right are 'Next' and 'Done' buttons. At the bottom right is a footer with 'Privacy Legal' links and 'Copyright © 2000-2013 ADP, Inc.'

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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 logo at the top left. Below it is a progress bar with four steps: Step 1 (Create Password), Step 2 (Activation Code), Step 3 (Security Q&A), and Step 4 (Computer Type). Step 4 is currently selected. The main heading is "Step 4 of 4: Select Computer Type". Below this is a paragraph explaining the purpose of the step: "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." There are two radio button options: "Trusted Computer - Yes, remember this computer." (which is selected) and "Public Computer - No, do not remember this computer." Below these options is a detailed explanation for the Public Computer option: "Select this option if you are using a shared computer such as a kiosk, shared office computer, library computer, or workstation that is shared by multiple users. By selecting not to remember this computer, you will be required to enter your user ID, password, and additional security information every time you log on." At the bottom of the form are three buttons: "Cancel", "Next", and "Done". The footer contains links for "Privacy" and "Legal", and a copyright notice: "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.