

Contractor Registration for ezLaborManager

You will receive an email from SecurityServices_NoReply@adp.com which contains a registration code. For security reasons a link to the registration site is not included on the email. Access <https://netsecure.adp.com/> and click on the 'Register Here' button within the **First Time User** section. A sample email is shown below which displays a registration code.



Welcome.

Register today to get access to ADP services. Use the following registration code when you register.

Note: This registration code is valid for 15 days from the date of issue.

Your Registration Code: P=D^SGPX

Before you begin the registration process, make sure that you have the internet address (URL) of ADP's Internet service(s). If you do not have this information, contact your company administrator.

Instructions:

1. Open your Internet browser.
2. Use the information from your administrator to access your ADP service web site.
3. Enter your registration code on Step 1 of the registration process.
4. Click Next and follow the instructions on the site to obtain the user ID and password to access to ADP's Internet services.

Note: Do not use previously issued registration codes, as they are expired and are not valid.

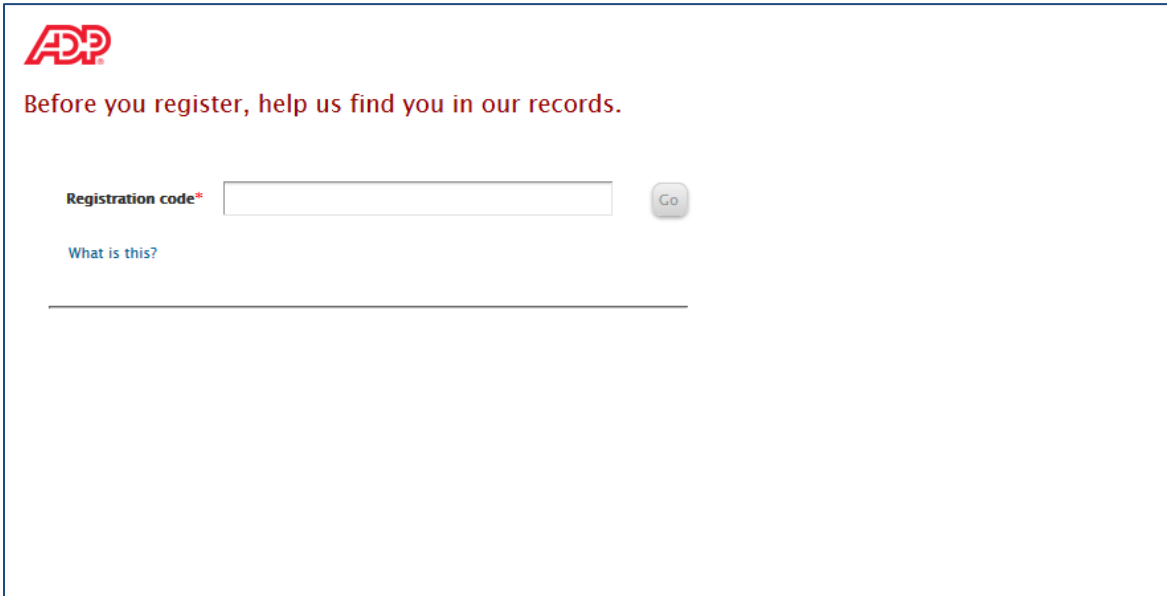
Have questions or need assistance? Contact your company administrator.

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

You can then proceed with the registration process.

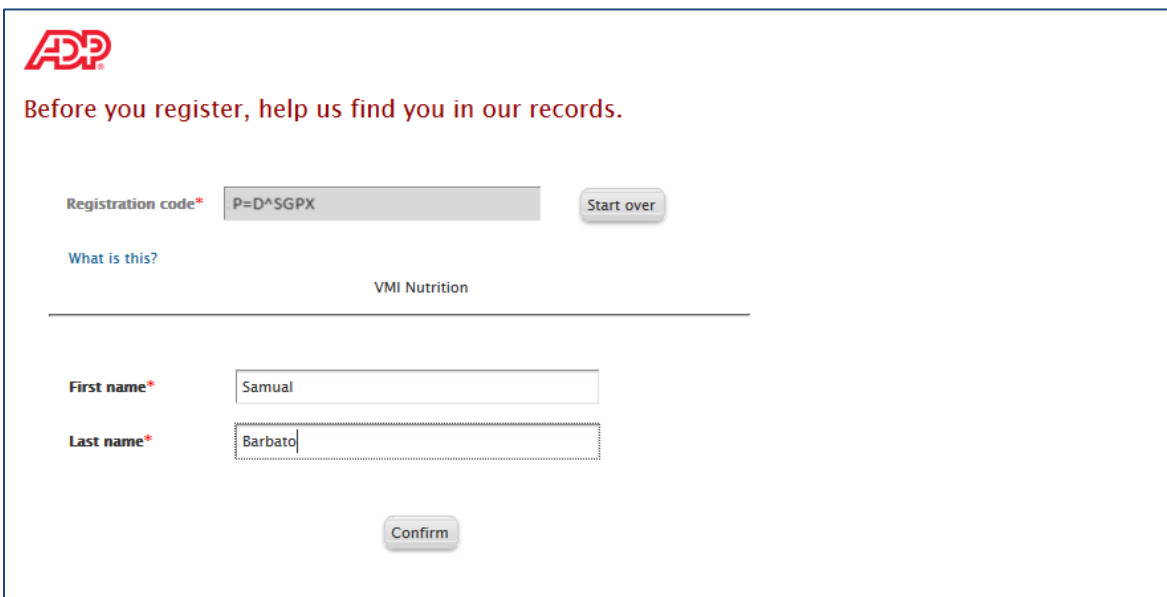
Step 1 – Registration Code: You'll need to enter the Registration Code that was provided in the email.

Note: The registration code is valid for 15 days from the date of issue.



The screenshot shows the ADP logo at the top left. Below it is the text "Before you register, help us find you in our records." in red. There is a text input field labeled "Registration code*" which is currently empty. To the right of the input field is a "Go" button. Below the input field is a link that says "What is this?". A horizontal line is positioned below the "What is this?" link.

Step 2 – Verify Identity: You'll then enter your first and last name.

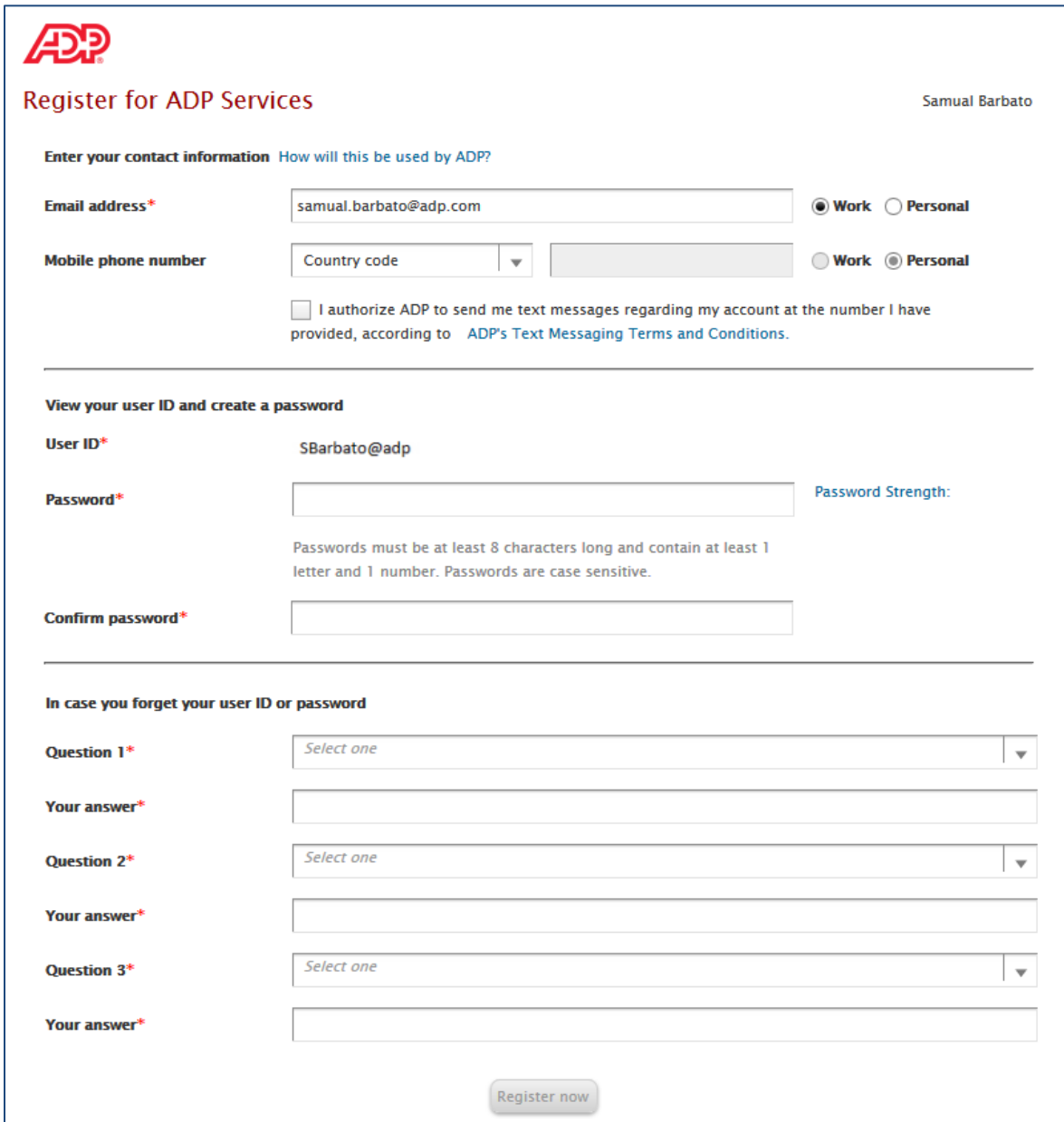


The screenshot shows the ADP logo at the top left. Below it is the text "Before you register, help us find you in our records." in red. There is a text input field labeled "Registration code*" containing the value "P=D^SGPX". To the right of the input field is a "Start over" button. Below the input field is a link that says "What is this?". Below the link is the text "VMI Nutrition". A horizontal line is positioned below the "VMI Nutrition" text. Below the line are two text input fields: "First name*" containing "Samual" and "Last name*" containing "Barbato". Below the input fields is a "Confirm" button.

Step 3 – Complete the Registration Steps: You will be prompted to enter different contact information such as a work or personal email address along with a mobile phone number. Each is used to receive communications and notifications along with password resets.

You are provided your User ID and prompted to create a password. Passwords must be at least 8 characters long and contain at least 1 number. Passwords are case sensitive.

Lastly you'll be prompted to select three security questions and provide answers that you can remember. This is used to protect your account by verifying your identity if the browser's cookie ever gets removed.



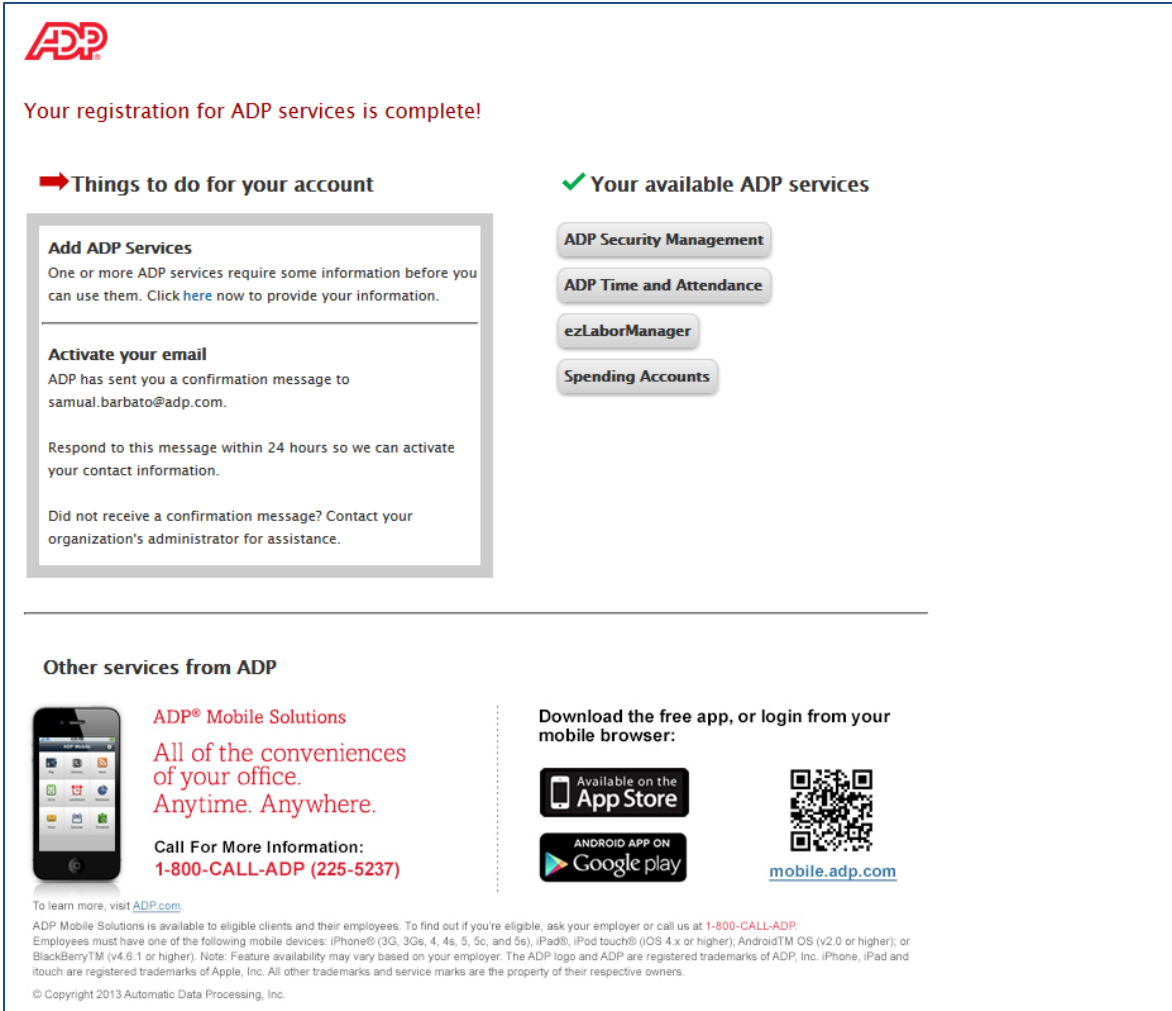
The screenshot shows the 'Register for ADP Services' page. At the top left is the ADP logo. The page title is 'Register for ADP Services' and the user name 'Samual Barbato' is displayed at the top right. The form is divided into three main sections:

- Enter your contact information** (with a link 'How will this be used by ADP?'):
 - Email address***: Input field contains 'samual.barbato@adp.com'. Radio buttons for 'Work' (selected) and 'Personal' are to the right.
 - Mobile phone number**: Includes a 'Country code' dropdown, an empty input field, and radio buttons for 'Work' and 'Personal' (selected).
 - A checkbox: '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***: Input field contains 'SBarbato@adp'.
 - Password***: Input field is empty. To the right is a 'Password Strength:' indicator.
 - Instructions: 'Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.'
 - Confirm password***: Input field is empty.
- In case you forget your user ID or password**:
 - Question 1***: Dropdown menu with 'Select one'.
 - Your answer***: Input field.
 - Question 2***: Dropdown menu with 'Select one'.
 - Your answer***: Input field.
 - Question 3***: Dropdown menu with 'Select one'.
 - Your answer***: Input field.

A 'Register now' button is located at the bottom center of the form.

After clicking on **Register now**, you'll be shown a message stating 'Your registration for ADP services is complete!' You can now proceed to log into any of the ADP Services available to you.

In addition, a confirmation message has been sent to activate your email. Respond to this message within 24 hours in order to activate your contact information.



ADP

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
ADP has sent you a confirmation message to samual.barbato@adp.com.


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
- ADP Time and Attendance
- ezLaborManager
- Spending Accounts

Other services from ADP

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1-800-CALL-ADP (225-5237)

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Available on the **App Store**

ANDROID APP ON **Google play**

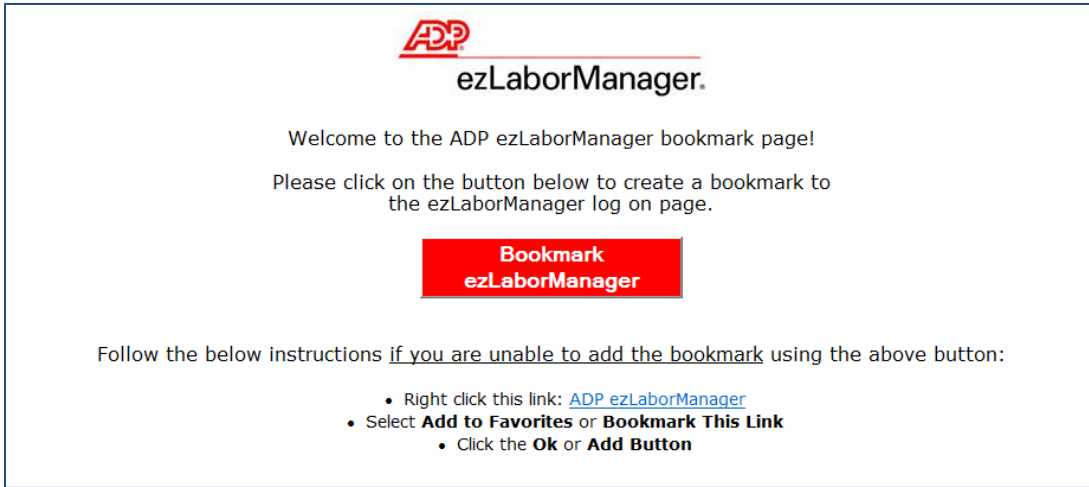

mobile.adp.com




Your email address has been activated.

It is now registered with your ADP service account, and you may receive important notifications from your organization or ADP. For example, if you forget your login information, ADP can send your user ID and password. ADP will also alert you if we suspect your account has been compromised.

You will need to bookmark ADP ezLaborManager by going to www.ezlm.adp.com and clicking on 'Bookmark ezLaborManager'.



 ezLaborManager.

Welcome to the ADP ezLaborManager bookmark page!

Please click on the button below to create a bookmark to the ezLaborManager log on page.

**Bookmark
ezLaborManager**

Follow the below instructions if you are unable to add the bookmark using the above button:

- Right click this link: [ADP ezLaborManager](#)
- Select **Add to Favorites** or **Bookmark This Link**
 - Click the **Ok** or **Add Button**

You can now click on the newly created bookmark and enter the 'Client Name' provided by your administrator. The client name is stored within the browser's cookie and will not need to be re-entered every time you login.





Language

- [English \(United States\)](#)
- [English \(Canada\)](#)
- [français \(Canada\)](#)
- [English \(United Kingdom\)](#)
- [English \(Australia\)](#)

Client Name

Submit

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After clicking 'Submit', you will then be prompted for your login credentials. This is where you will enter your Netsecure User Name and Password. Once you click 'OK' you will be taken to the **My Home** page.

