

# Now Available at a Computer Near You: Employee Self-Service Portal

To streamline your HR and payroll processes, we've gone online!

Access, review and update your records—any time of the day, from any computer, whenever it is convenient for you at:

<https://portal.adp.com/>

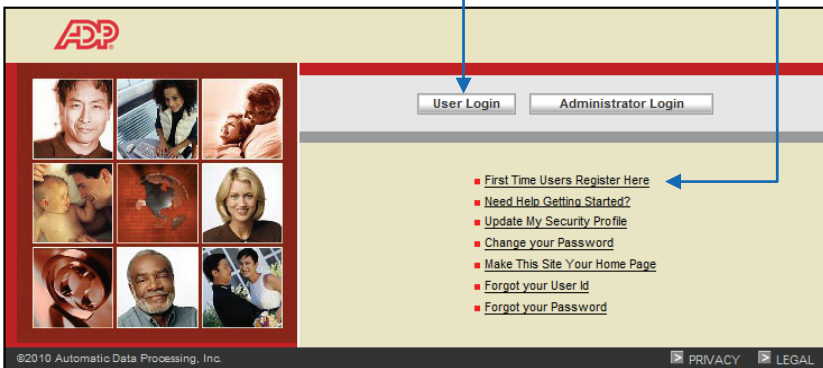


## Accessing the Employee Portal

It's easy to get started on the portal.

### 1. If you previously had an iPay online payroll statement account:

Your portal login information will be the exact same as your iPay account. Simply login to the portal using your existing user name and password to access your employee records.



### 2. If you are new to System One or do not have an iPay account:

Go to the portal and click on the link “First Time Users Register Here.” The system will walk you through the registration process.

**\*IMPORTANT:** Your System One local office contact will provide you with the necessary registration passcode.

That's all you need to do!



### Portal Menu Options

HOME TAB	MENU ITEM DESCRIPTION
Message Center	Messages and information specific to employee, e.g. view status of address change request
Approval History	Messages specific to employee...ex: information was updated in system
Forms Library	Common forms & documents that employees may need to download
Policies & Guidelines	Company policies that need to be reviewed/acknowledged by the employee
FAQ	Commonly asked questions and answers
PAY & TAXES TAB	
Pay Statements	Displays the employee's pay statements available for viewing (same as iPay)
Direct Deposit	Displays the employee's current direct deposit information (can be modified)
Pay Card	Displays the employee's Pay Card Information (some information can be modified)
Tax Withholding	Displays the employee's current tax withholding information (can be modified)
Annual Statements	Displays the employee's W2 statements for viewing
PERSONAL INFORMATION TAB	
General	Information stored in employee's personnel record. All changes must be sent to HR.
Emergency Contacts	Emergency Contact information that is stored in the personnel record (can be modified)
Addresses	Address information that is stored in the personnel record (can be modified)
Phone Numbers	Phone numbers that are stored in the personnel record (can be modified)
BENEFITS TAB	
Enrollment/Status	Displays the employee's benefit selections. During open enrollment, information will be provided on available benefit options.