



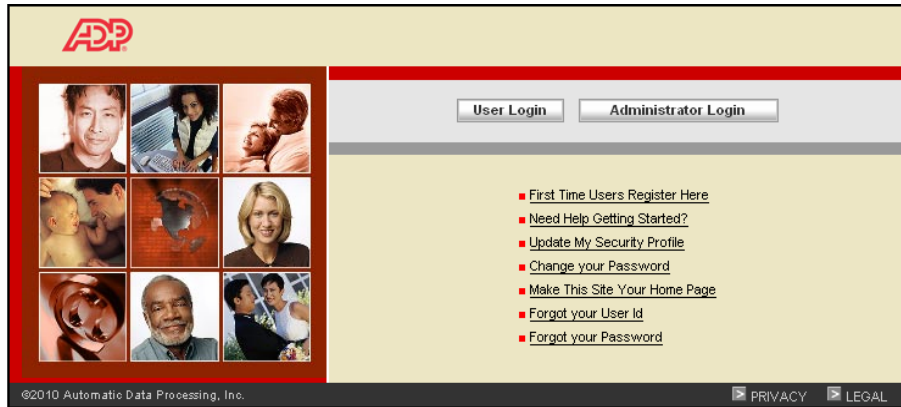
If You Are	Go to Page
An existing user who registered for ADP W2 services in the past Note: If you have an ADP user ID in the format: JSmith@OBI, you are already registered for ADP services.	Start on this page
New to ADP services and have never registered before	Page 5

Existing Users

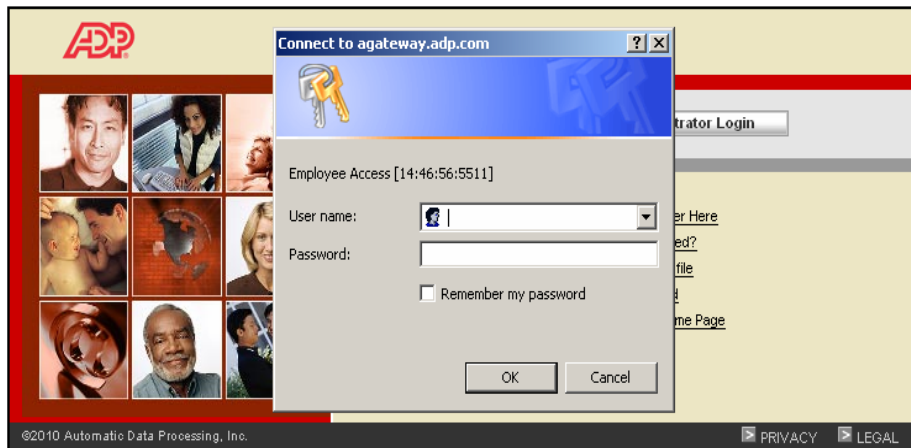
If you have registered for ADP W-2 services in the past, you do not have to register again but you may need to add Self Service to your account.

Go to <https://portal.adp.com> and click **User Login**.

If you do not remember your User ID or Password, select the appropriate link for resets.

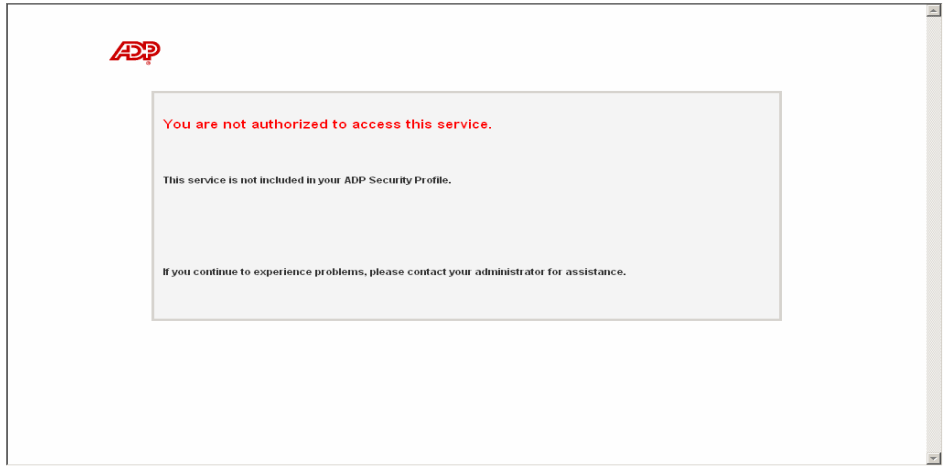


Enter your UserID and password. Once logged onto the Self Service portal click the Benefits tab to access Benefits Enrollment.





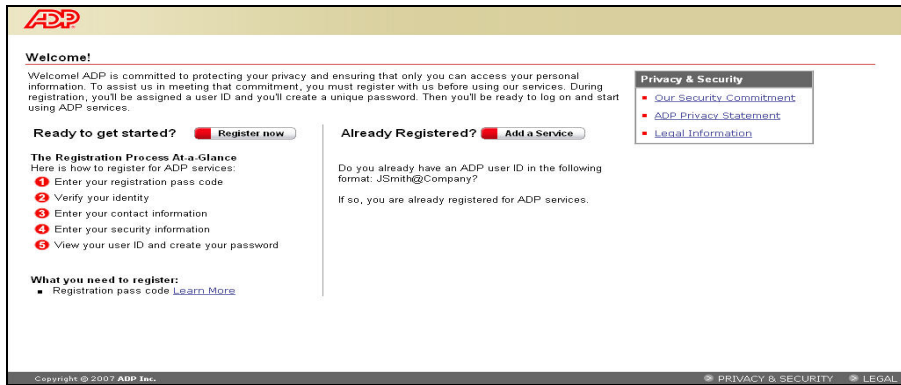
If you receive a screen stating 'You are not authorized to access this service' close your browser and proceed to the step below.



Go to <https://portal.adp.com> and click **First Time Users Register Here**.



Important: On the Welcome page, click **Add a Service**
Do not click Register now.



Enter your ADP User ID and password and click **OK**.





You must add Self Service to your account on this page.

To continue, click Add next to Self Service ONLY. It is not necessary to add any other products including Benefits Enrollment.

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click Add. To remove a service from your account, click Delete.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click Try Again.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	Add
iPayStatements	Add
HWSE Training and Demo	Add
Benefit Enrollment	Add
Enterprise eTIME	Add
W2 Services	Delete

After you select Add for Self Service, enter information in the fields and then click Submit.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity**
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my: Social Security Number (SSN)

Your SSN is used to identify you during the account creation process; ADP does not share your personal information collected through this site with any third-party vendor.

▶ = Required

First Name: (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: (Apostrophes and hyphens are allowed.)

SSN: (All nine digits in any format)

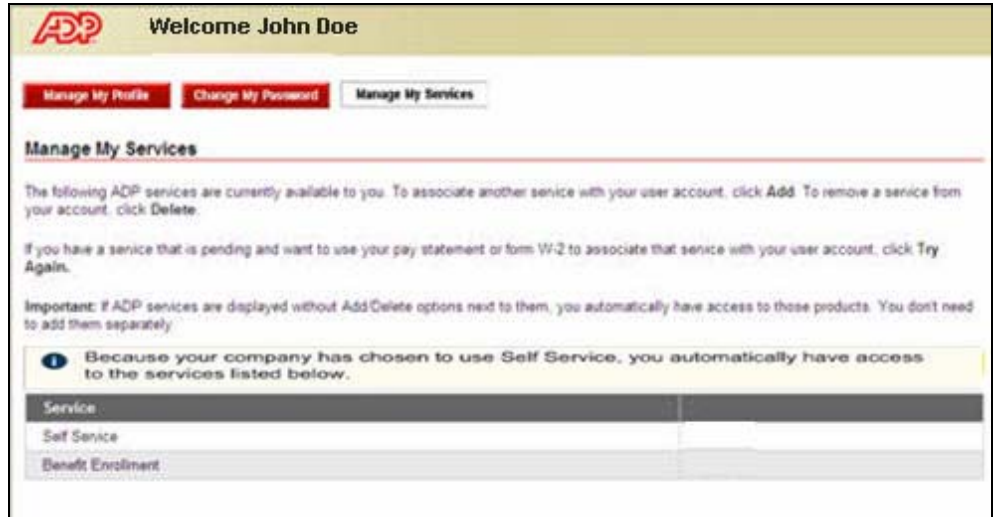
Confirm SSN: (All nine digits in any format)

Next Cancel



Now you can log on to the ADP Self Service Portal (<https://portal.adp.com>) and click the Benefits tab to start using Benefit Enrollment.

There may be a short delay before you can access Self Service. If you receive an error, wait a few minutes and then try again.



New Users

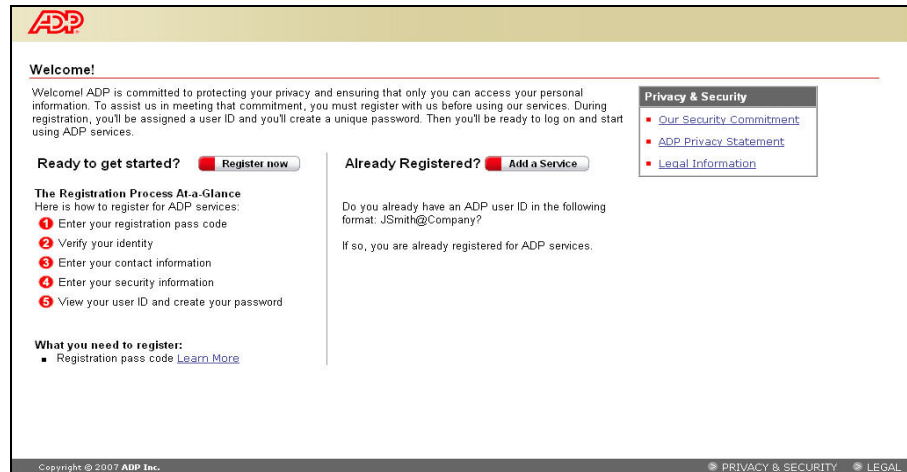
ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, a user ID will be assigned to you and you will create a unique password. Then you will be ready to log on and start using ADP services.

Go to <https://portal.adp.com> and click **First Time Users Register Here**.

■ [First Time Users Register Here](#)

Click **Register now**.





Enter your Registration pass code, **OBI-ESS**, and click **Next**.

Step 1 of 6

1. Enter Your Registration Pass Code

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: (Example: Genco-1234abc)

Enter information in these fields and then click **Next**.

Be sure to enter your name exactly as it appears in UltiPro Payroll / HR Self-Service; do not enter a nickname.

Note: If your legal name is "Thomas", do not enter "Tom".

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

2. Verify Your Identity

Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my:

Your SSN is used to identify you during the account creation process; ADP does not share your personal information collected through this site with any third-party vendor.

▶ = Required

First Name: (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: (Apostrophes and hyphens are allowed.)

SSN: (All nine digits in any format)

Confirm SSN: (All nine digits in any format)

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If this page is displayed, **do not Continue**.

Select **Cancel** and contact The OneBeacon Benefits Service Center at 877.576.0393 for assistance with your identity verification information.

Step 2 of 6

2. Verify Your Identity

We could not verify your identity with the information you provided. Please contact your administrator for assistance. Optionally, you can continue the registration process by selecting an individual ADP product and validating your identity against that product.



Enter your e-mail address and click **Next**.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later. If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶ John
Middle Initial: ▶ Doe
Last Name: ▶ Doe
Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)
Confirm E-Mail: ▶
Phone: ▶ (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

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Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your user ID or password, so be sure to choose information that you can remember. You should make a note of your answers and keep them in a safe place.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 4 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Security Information
For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.

▶ = Required

City/Town of Birth: ▶ (Do not enter the state.)

Select a question from the list and enter your answer. Important: Answers must be at least 6 characters and are not case-sensitive.

Security Question 1: ▶
Answer 1: ▶

Select a different question from the list and enter your answer. Important: Answers must be at least 6 characters and are not case-sensitive.

Security Question 2: ▶
Answer 2: ▶

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Your user ID will be displayed.

Create your password and click **Submit**.

Important: You should make a note of your user ID and password and keep them in a safe place. You will need them to log on to the ADP Self Service Portal.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
- 5. View Your User ID & Create Your Password**
6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.
Note: Your user ID is not case-sensitive.
User ID: jdoe@debnew50

Create Your ADP Services Password
Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Your password may also contain these five special characters (-!@#%). Passwords are case sensitive.
Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ (Example: Password01)
Confirm Password: ▶

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Important: You now have automatic access to Benefit Enrollment.

Now you can log on to Self Service and start using Benefit Enrollment.

To continue, select **ADP Service** and click **Log On**.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
- 6. Confirmation**

Thank you for registering!
Once your registration has been approved, you will receive an e-mail with your logon information.

! To ensure access to all your ADP services, complete the **Add ADP Services** section before you close this window.

Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

- **ADP Service**

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

- **ADP Service**

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Enter your ADP User ID and password and click **OK**.

There may be a short delay before you can access Self Service. If you receive an error, wait a few minutes and then try again.

User name:

Password: