



ADP Self Service Registration

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

Before you register, read the important information below:

- **Registration Pass Code:** Sodexo-Sodexo
- **The web site address (URL)** to use for Self Service Registration: <https://portal.adp.com>

Click **First Time Users Register Here.**

ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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Welcome!

Welcome! 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, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Ready to get started?

Already Registered?

The Registration Process At-a-Glance

Here is how to register for ADP services:

- 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 and create your password

What you need to register:

- Registration pass code [Learn More](#)

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

Click **Register now**.



Enter your Registration Pass Code:
Sodexo-Sodexo
Then click **Next**.

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

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)

Next

Enter your name, Social Security Number. Then click **Next**.

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 during the account creation process; it is not used for any other purpose.

▶ = 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**



Managers - Enter your Sodexo e-mail address (**Do Not** enter a client email address or personal address) and click **Next**.

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

Your phone number is optional.

The screenshot shows the ADP registration interface. At the top left is the ADP logo. The main heading is "Register for ADP Services" with a sub-instruction: "Please enter the following information to register for ADP services." Below this is a progress bar indicating "Step 3 of 6". On the left side, a vertical list of steps is shown: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information (highlighted with a red box), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Enter Your Contact Information" and includes a note: "Your e-mail address is only used for notifications. If necessary, you can change this information later." Below this, a legend indicates that a red arrow symbol (▶) denotes required fields. The form contains several input fields: "First Name" (with "John" entered), "MI" (Middle Initial), "Last Name" (with "Doe" entered), "Business/Personal E-Mail" (with a note: "(This e-mail address is only used for notifications.)"), "Confirm E-Mail", and "Phone" (with a note: "(Area code and number in any format.)"). At the bottom of the form are two buttons: "Next" and "Cancel".



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	<h4>Enter Your Security Information</h4> <p>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.</p> <p>Important: Be sure to choose answers you can remember. ▶ = Required</p> <p>City/Town of Birth: ▶ <input type="text"/></p> <p>Select a question from the list and enter your answer.</p> <p>Security Question 1: ▶ <input type="text"/></p> <p>Answer 1: ▶ <input type="text"/></p> <p>Select a different question from the list and enter your answer.</p> <p>Security Question 2: ▶ <input type="text"/></p> <p>Answer 2: ▶ <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
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 place of birth.

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

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.



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	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.
2. Verify Your Identity	User ID: fsmith@MPLX
3. Enter Your Contact Information	Create Your ADP Services Password Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character. Note: Your password is case sensitive. ▶ = Required
4. Enter Your Security Information	Create Password: <input type="text"/> (Example: Password01)
5. View Your User Id & Create Your Password	Confirm Password: <input type="text"/>
6. Confirmation	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Your user ID is displayed.

Create your password and click **Submit**.

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character. Your password is case sensitive.

Important: Take note of your User ID and Password. You will need them to log on to ADP services.



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!
You can now log on to, and start using, your ADP services.

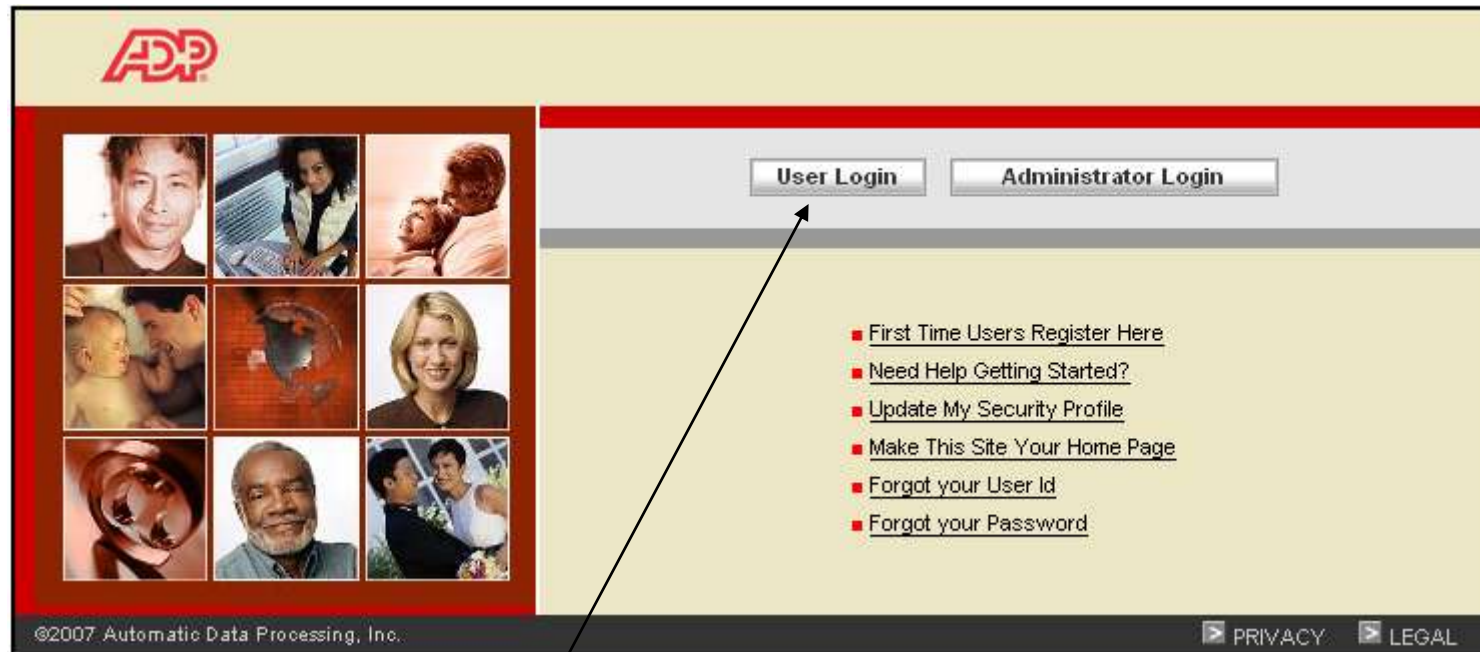
Note: An e-mail containing your User ID has been sent to the address you provided.

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.

Self Service

Click **Log On** to access Self Service immediately or **Close** to access later.



- **Managers** will login into **Manager Self Service** through the User Login
- **Employees** will log into **Employee Self Service** through the User Login