



Registro de autoservicio ADP

Durante el registro, se le asignará un ID de usuario y creará una contraseña única. Luego, usted estará listo para iniciar la sesión y comenzar a usar los servicios ADP.

Antes de inscribirse, lea a continuación la información importante:

- **Registro Pass Code:** Sodexo-Sodexo
- **La dirección del sitio web (URL)** a utilizar para registración: <https://portal.adp.com>

Haga click aquí

ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [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.

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.

Privacy & Security

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

Haga clic en **Register now**



Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 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 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)

Escriba tu **Registro Pass Code:** Sodexo-Sodexo
Después , haga clic en **Next**



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:

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)

Escriba su nombre y numero de seguro social . Después haga clic en **Next**.



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.

▶ = Required

First Name: ▶

MI:

Last Name: ▶

(Apostrophes and hyphens are allowed.)

Business/Personal E-Mail: ▶

(This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone:

(Area code and number in any format.)

Escriba su correo electrónico dos veces y haga clic en **Next**.

Su número de teléfono es opcional.



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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: ▶

Select a question from the list and enter your answer.

Security Question 1: ▶

Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

Answer 2: ▶

Escriba su lugar de nacimiento.

Seleccione sus preguntas de seguridad, escriba sus respuestas, a continuación, haga clic en Next.

Importante: Las preguntas de seguridad y las respuestas se utilizan si se olvida su contraseña así que asegúrese de seleccionar la información que puede recordar.



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: fsmith@MPLX

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

Create Password: (Example: Password01)

Confirm Password:

Su ID de usuario está aquí.

Elija su contraseña y haga clic en **Submit**.

Su contraseña debe ser a lo menos 8 letras y debe contener a lo menos una letra y un número o una carácter especial. Su contraseña distingue entre mayúsculas y minúsculas.
Importante: Tome nota del su ID de usuario y Contraseña. Usted necesitará ellos para iniciar sesión en los servicios de ADP.



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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

Haga clic en **Log On** para acceder los servicios inmediato o **Close** para acceder más tarde.



The screenshot shows the ADP website's login interface. At the top left is the ADP logo. Below it is a grid of nine small images depicting various people and scenes. To the right of the grid are two buttons: "User Login" and "Administrator Login". Below these buttons is a list of links with red square bullet points. At the bottom left is the copyright notice "©2007 Automatic Data Processing, Inc." and at the bottom right are "PRIVACY" and "LEGAL" links with right-pointing arrows.

ADP

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haga clic aquí para acceder



welcome, Charles Olson


ADP

Language | Company Directory | Log Off

Search Company Directory

Home Pay & Taxes Personal Information

What's New



Welcome to Employee Self Service

The tabs at the top of the page will allow you to view and/or edit your personal information

- **Home** - what's new, message center, and benefits information.
- **Pay & Taxes** - view and edit your direct deposit information, tax information, view your pay statements, W2 and voluntary deductions.
- **Personal Information** - update or edit your personal information such as home address, phone number, email address, and emergency contact information.

Helpful Hints


- To navigate from page to page, select from the tabs at the top. Do not use the back button that is located in your internet tool bar.
- Check out iamsodexo.com for more information on Employee Self Service such as navigating ESS, understanding your paycheck, and information on direct deposit.

Message Center at a Glance

To view Employee Self Service in Spanish please click the down arrow, next to 'Language' at the top right of the Home page, and select Espanol.

Para ver Employee Self Service (ESS) en español por favor clic en la flecha hacia abajo, al lado de 'idioma' en la parte superior derecha de la pantalla, y seleccione Espanol.

Benefits News



Choose to Go Paperless for Your Pay Statements - Safe, Secure and Environmentally Responsible

Recommended Links

Done

Internet 100%

Haga clic en **Language** para cambiar la idioma a español