

*Registering for the first time?

*This registration process is for individuals who are not already registered and/or have access to ADP Reporter.

To begin using ADP Employee Self Service, you must first register, using the following steps:

1. Open Internet Explorer and type the following in the address box – <https://portal.adp.com>.
2. Click on the **First Time Users Register Here** link on the ADP Employee Self Service login page.
3. Click on the 'Register Now' button.
4. Step 1 - Enter your ADP Employee Self Service Registration passcode (**AACG-1234**).
5. Step 2 - Enter your Personal information on the "Verify Identity" panel. (**Note: Have your Social Security Number ready as you fill in the 'Required' information.**)
6. Step 3 – Create your Password.
7. Step 4 – Select Security questions
8. Step 5 – Enter your Contact information (correct email address is very important)
9. Step 6 – Enter Activation Code
10. Step 7 – Review data and submit
11. Enter your Security Information.
12. You will receive an e-mail confirmation of your registration, along with your User ID that you will use to log into ADP Employee Self Service portal.

Your registration is complete and you're ready to access ADP Employee Self Service.

Logging onto the ADP Self Service Portal

1. Open Internet Explorer and type the following in the address box – <https://portal.adp.com>.
2. Click on the **User Login** button on the main Portal page.



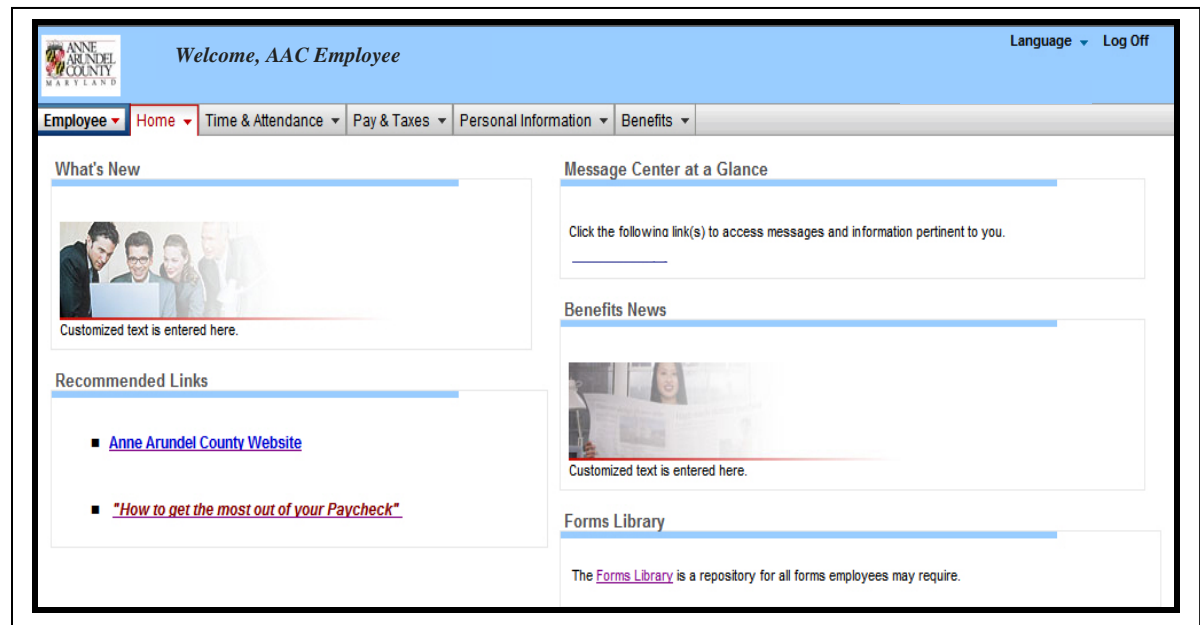
Forgot your Password or User ID???

Perform Step 1 and click on the "Forgot your User ID" or "Forgot your Password" link(s) in order to reset your User ID and/or Password.

3. Enter your UserName and Password. (Refer to email confirmation - Username@AACG)

Note: Your UserName is the User ID you received when you completed your registration. Your password is the password you created during the registration process.

***** ***Your ADP Employee Self Service Home page displays*** *****



Managing your Employee Data and Account Information

From the Main Self Service Home page, you will be able to do the following, using the tabs at the top of the main panel:

Time & Attendance ▾

- **View** your accrued vacation, sick and floater hours (personal day is not reflected here).

Pay & Taxes ▾

- **View** and change direct deposit information and tax withholding (federal and state).
- **View** and print a copy of your pay statement as well as your annual statements (W2 and/or 1099).

Personal Information ▾

- **View** personal information, change/edit addresses, change/edit phone numbers and **view** dependent information.
- **View** basic information currently stored in your personnel record.

Benefits ▾

- **View** a summary of your benefit information. (You may change your benefit choices during scheduled Open Enrollment or Change of Life events.)
- **View** your flexible spending account information.



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