Log into the ADP Website: www.adppayroll.com.au



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	Remember Me	Keeping your confidential payroll information	
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	Added this top the	Look for two things before you enter your password	
		Verify the login page is this:	
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Client ID:	/ OFF18 (if you get paid Forthightly)		
Client ID:		\mathbf{h}	
	95930 (if you get paid Monthly)	\mathbf{h}	
User ID:	Open your Identification Envelope	N	
	On the right hand side, you will find "Your User I	is" and numbers underneath	
	that Type the numbers in the "User ID" section of	of the screen	
	and type the numbers in the Oser ib section (si the serveri	
. .			
Password:	Also on the right hand side of your Identification	Envelope, you will find "Your	
	temporary password is" and a combination of let	ters and numbers underneath th	nat.
	Type these in the "Password" section of the scree	n.	



The password given to you on your Identification Envelope is a temporary one. The next screen will ask you to change that to something unique to you. Please note that your new password must be a **minimum of 8 characters and must be a combination of letters and numbers** = eg, ds3ryh1o. Please see the notes on the right hand side of the screen in regards to a creation of a password

Old Password = as per your Identification Envelope

Once you've changed your password, the screen will come up with some Terms & Conditions of use. Please click "Agree".

To View Your Pay Advice



To view your Pay Advice, click on "Pay Advice & Reports" on the left hand side of the screen

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Then click on the icon underneath "View/Download" on the right hand side of the screen

To View Your Annual Leave Balance



To view your Annual Leave balance, click on "Leave" on the left hand side of the screen. Then, please note "Leave Type" and "Available Balance" towards bottom of the page.

To Add an Emergency Contact

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To add an Emergency Contact, click on the "Emergency Contacts" on the left hand side of the screen. Then, click on the "Edit" button on the right hand side of the screen. When finished entering, click on the "Save" button.

To Change Your Password

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	No Passevel Provide Passevel		Reset Password

You can change your password at any time by clicking on the "Change Password" on the left hand side of the screen.

When finished entering, click on the "Reset Password" button on the bottom right hand side of the screen.

<u>To Log Out</u>



When you are finished, please click the "Logout" on the left hand side of the screen.