



## ADP EMPLOYEE SELF SERVICE

### PLEASE READ ENTIRE DOCUMENT BEFORE REGISTERING

We are pleased to offer ADP Employee Self Service (ESS), a benefit for all POWER employees. If you have any questions, please do not hesitate to call your payroll representative in Hailey at 208-788-3456.

### HOW TO REGISTER ON ADP EMPLOYEE SELF SERVICE

Wait until your first pay date before you register.

- Go to <https://portal.adp.com>
- Click on “First Time Users Register Here”
- **Step 1: Begin Registration:** Enter your Registration Code: POWERENG-password. (Type the word “password” not your own password.) > GO
- **Step 2:** Enter First Name, Last Name and Social Security # and then Type the Social Security # again and > CONFIRM
- **Step 3:** Verify Identity > REGISTER NOW
- **Step 4:** Set User Password and Select Security Questions/Answers > REGISTER NOW
- **Step 5:** Activate Contact Information by responding to ADP email within 24 hours.
- **Step 6:** Receive Welcome from ADP email message

Remember to keep your ADP User ID and ADP Password for future use; you will need your ADP User ID and ADP Password to access ADP Employee Self Service from your mobile device QR when you are not on POWER’s network.

The security questions will be used to verify your identity if you ever forget your ADP User ID or ADP Password. Your **ADP User ID** is **NOT** CASE SENSITIVE; however your **ADP Password** **IS** CASE SENSITIVE!

ADP is committed to ensuring that your information is kept confidential. As soon as you log in, your connection to ADP Employee Self Service experience is secure. If you leave your computer unattended or you forget to log off before exiting the site, ADP Employee Self Service automatically logs you off after twenty minutes.

### HOW TO ACCESS ADP EMPLOYEE SELF SERVICE

Upon completing the registration process, you may access your ADP Employee Self Service information using any of the below methods:

- Your mobile device
- POWER Portal (while on POWER’s network or VPN’d)
- Your home (while outside of POWER’s network)

#### Mobile Device Access

You can access your pay statements and time off balances using the ADPMobile app. Click <http://www.adp.com/gomobile> for more information.

- iPhone: Available on the App Store
- Android: Available on GooglePlay or AmazonAppsStore



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- Search for “adp” or “adp mobile” and follow install steps.

**Important Note:** You will need to use your ADP User ID and ADP Password in order to access the application from your mobile device.

### **POWER Portal (access within POWER’s network or VPN’d)**

You will be able to access the ADP Employee Self Service site from POWER Portal by following the path: **Employee > My Accounting Tasks > Payroll Resources > ADP Employee Self Service.**

**Wonderful News:** after you click on the “ADP Employee Self Service” link, you will be directly taken to the site WITHOUT having to login!

If you are VPN’d in to POWER’s network, you may be asked to enter your POWER username and password. This will be the username and password you use to login to your laptop or computer.

### **Home Access (access outside of POWER)**

You can access the ADP Employee Self Service site from home by following the below steps.

- Go to <https://portal.adp.com>
- Click on “User Login”
- Enter your ADP User ID
- Enter your ADP Password
- Click “Remember my credentials”