



Self Registration – Adding ADP Services

If you have an ADP user ID, for example JSmith@Company, you are already registered to use ADP services. You do not have to register again but you do need to add some ADP services you'll be using with your account.

Follow the steps below to add Enterprise eTIME to your account.



The screenshot shows the ADP login page. On the left, there is a blurred image of three business professionals. The ADP logo is in the top left corner. The main heading is "Welcome to ADP". Below this, there are two tabs: "User Login" (selected) and "Admin Login". The "User Login" section contains the text "Enter your user ID and password to log in" followed by two input fields labeled "User ID" and "Password". A "Log In" button is to the right of the "Password" field. Below the input fields, there are links for "(Forgot your user ID?)" and "(Forgot your password?)". At the bottom of the login section, there is a "First Time User?" section with a "Register Here" button and the text "or Help Getting Started". The footer contains links for "Privacy", "Legal", and "Requirements", and a copyright notice: "© Copyright 2012 Automatic Data Processing, Inc."


Go to:
<https://netsecure.adp.com>

Enter your user ID and
password.

Click Log In.



On the Manage My Services page, click **Add** next to Enterprise eTIME.

 Welcome, John Doe

Manage My Profile

Change My Password

Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
IPayStatements	Add
Self Service	Add
Enterprise eTIME	Add

Self Service



Self Registration – Adding ADP Services

[Manage My Profile](#) [Change My Password](#) [Manage My Services](#)

Verify Your Identity

We need some more information in order to verify your identity. Please complete the information on this page.

▶ = Required

Enterprise eTime Information

Employee ID: (Your Employee ID is provided by your manager or system administrator.)

Enter your Employee ID and then click **Submit**.

[Manage My Profile](#) [Change My Password](#) [Manage My Services](#)

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

✓ Enterprise eTime has been added successfully.

Service	
iPayStatements	Delete
Self Service	Delete
Enterprise eTime	Delete

A confirmation message is displayed.

Now you can start using Enterprise eTIME; log in through ADP's Portal or the Enterprise eTIME client login page.

Note: If you inadvertently click **Delete**, your administrator must reset your account within eTIME before you can add the service again.