



If you have an ADP user ID, for example JSsmith@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.

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

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### 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	<a href="#">Add</a>
Self Service	<a href="#">Add</a>
Enterprise eTime	<a href="#">Add</a>

Self Service



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**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**.

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Enterprise eTime has been added successfully.

Service	
iPayStatements	<a href="#">Delete</a>
Self Service	<a href="#">Delete</a>
Enterprise eTime	<a href="#">Delete</a>

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.