




## Retiree User Guide for ADP

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## Registering for Self Service

1. Open Internet Explorer, in the address bar, type <https://portal.adp.com>, press Enter.
2. Click the **First Time Users Register Here** link on the Self Service Login page.
3. Click **Register Now**.
4. Enter your **Registration Pass Code (USG-6775)** and click **Next**.  
*Note – your Self Service Registration Pass Code was provided to you by your HR contact.*
5. Enter your data in the fields with the . After completing these fields, click **Next**.  
*Note – you must enter your name as it appears in the HR/Payroll system of record.*
6. In rare circumstances, a second page of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information.  
*Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the HR/Payroll Office for more information.*
7. Complete the fields on your Contact Information and click **Next**.
8. Complete all the fields on your Security Information and click **Next**.
9. The “View Your Userid & Create Your Password” screen will appear. Your user ID is displayed. Note your user ID here: \_\_\_\_\_@USG  
*Note – the security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.*
10. Enter your password in the **Create Password** field.  
*Note – your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.*
11. Re-enter your password in the **Confirm Password** field and click **Submit**.
12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

## Accessing Benefits Information

1. Open Internet Explorer, in the address bar, type <https://portal.adp.com>, press Enter.
2. Click 'User Login' button.
3. Enter User Name and Password and click **OK**.
4. The Netsecure Portal will appear.
5. Click the **Benefits** application link.
6. Click the **My Benefits** link.
7. A new pop-up window will open.
8. Read the instructions carefully, then click **Continue**  
*Note – you will need to provide birth dates and Social Security Numbers for dependents you wish to cover. If you do not have this information available at this time, you may wish to log off and return to the site when you have this information. Please update this information by Friday, November 20, 2009 or your dependent(s) will be dropped from benefits coverage.*
9. From the Main Menu, you can access all your benefits information such as:
  - a. Annual Enrollment
  - b. Family Status Change
  - c. Update Dependent Information
  - d. Update Beneficiary Information
  - e. 2009 Benefit Summary (these are your current benefits)
  - f. 2010 Benefit Summary
10. To make changes to your current benefits, click **Annual Enrollment**.
11. Review the instructions on the left, make any desired changes, then click **Submit** to save your changes.
12. Review the Certification Statement, then click "**I Agree**" to submit your benefits election.
13. Click **Print** to print your 2010 Confirmation.
14. Click **Continue** and read the instructions regarding the time period for making any further changes during the 2009 Annual Enrollment period.
15. Click **Continue** to log off the ADP Benefits application.
16. Close all browser windows.