ADP Website Registration

Once Larimer County goes live with our new payroll system, UltiPro, you will only have access to your ADP personal information by logging directly in to the ADP website. You will not have access via the County's Bulletin Board.

Before You Begin: You will need Larimer County's registration code and the URL to access the ADP website.

- The ADP website URL is https://online.adp.com/portal/login.html
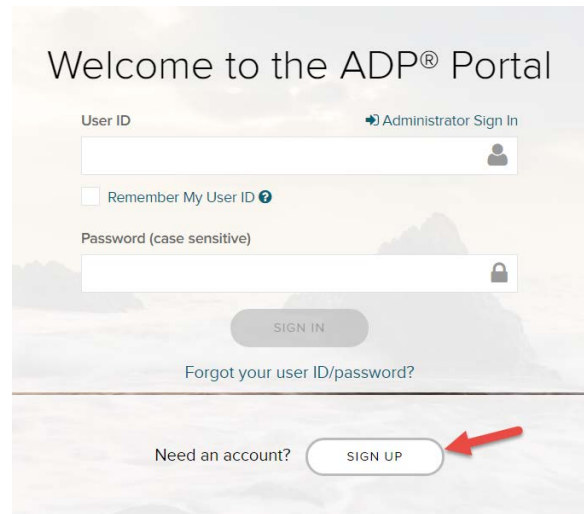- Larimer County's registration code is Larimer-ESS.

Security Tip: To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On the ADP login page, click the "Sign Up" button to register and create your ADP account.
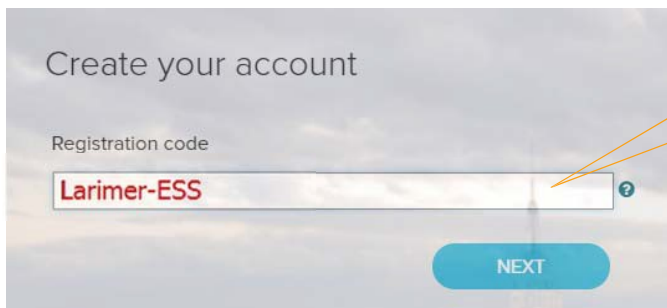
If you have already registered, just enter your User ID and Password.

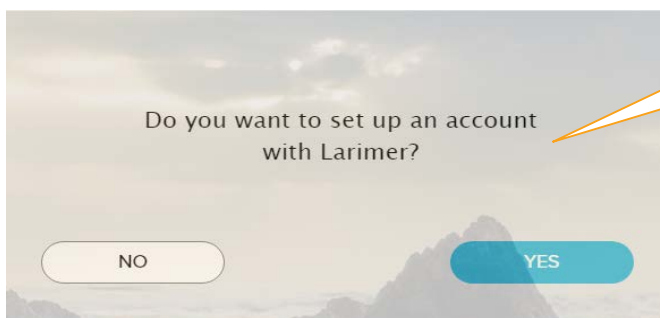*"I don't know if I've registered before. How do I find out?"*

Just continue to follow these instructions and the site will let you know if you are already registered. See page 2.

Follow the instructions on the screens that follow.
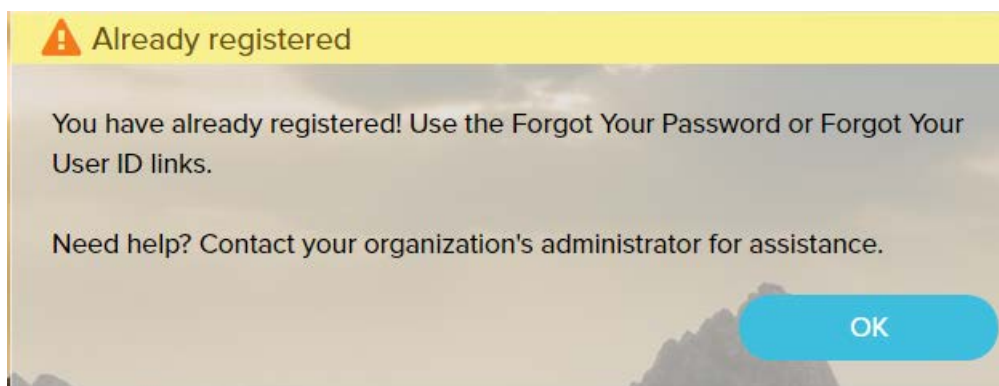
Enter Larimer County's registration code.

If you do not see Larimer, select "No" and start over.

Next, Identify yourself…

Identify yourself ⓘ

First name*
[   ]

Last name*
[   ]

Last 4 Digits of SSN, EIN, or ITIN*
[   ]

Birth month, day, and year*
[Month ▼] [Day ▼] [Year ▼]

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

> Enter your identity information.
>
> Click the "I'm not a robot" check box.
>
> Click NEXT

[NEXT]

This alert will display if you are already registered.

⚠ **Already registered**

You have already registered! Use the Forgot Your Password or Forgot Your User ID links.

Need help? Contact your organization's administrator for assistance.

[OK]

Larimer County's System Administrator is Judy Shimkus with the Human Resources Department. You can reach Judy at 970-498-5972 or via email at shimkuje@co.larimer.co.us

If you are not already registered, then continue to the next page to complete your registration.

The next section continues to verify that you are not a robot.

Select all images with trees.
Click verify once there are none left.

C 🎧 ⓘ

VERIFY

Report a problem

Sample Challenge

- **Click on all the images that meet the required criteria.**

- **Click the VERIFY button when you are finished.**

Need help?

- **To get a new challenge, click the Refresh icon.**

- **To hear an audio challenge, click the Headphone icon.**

- **To learn more, click the Information icon.**

Tell us how to reach you

Primary email address (used for notifications)

● Business ○ Personal

Primary mobile phone number

United States +1 ▾

○ Business ○ Personal

☐ It's OK to text me about my account ⓘ

We recommend you use your Personal information so you will have access if you leave County Employment.

NEXT

Additional Verification

You may be required to provide additional verification.

Answer Identity Questions

How this works:

You select a valid response to each question within 30 seconds.

These questions and their answer choices are generated from public records and other commercially available data sources. Your responses are not used for any purpose other than to verify your identity and are not shared with your organization.

Next you will need to enter the Personal Registration Code that was sent to your email address.

Complete the information required on this page to continue.

Enter your contact information ❷

To avoid answering your security questions during your next password reset, you can:
- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

✕

Email address*

| John.doe@organizationxyz.com | | ● Business ○ Personal |

We suggest you use your Personal email address and Personal Mobile phone so you have access if you decide to leave County employment.

Mobile phone number

| United States ⌄ | 973-974-5556 | ● Business ○ Personal |

☑ I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.   ✕

User ID*

jdoe@organizationxyz

Password (case sensitive) * ❷

| travel@2016| | Good ✓ |

☑ Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*

| ·········· |

☐ Show password

Select security questions and answers ❷

Use answers to your security questions that you can easily remember later.

You'll need to choose three questions from this list:

What was your childhood nickname that most people do not know?

In what city was your mother born? (Enter full name of city only)?

In what city was your father born? (Enter full name of city only)?

What is the first and last name of your childhood best friend?

What is the first and last name of your mother's father? (Your maternal grandfather)?

What is the first and last name of your father's father? (Your paternal grandfather)?

What was the name of your first pet?

What was the first and last name of your maid/matron of honor at your wedding?

What was the first and last name of your best man at your wedding?

What is the first and last name of your oldest niece?

What is the first and last name of your oldest nephew?

What was the first and last name of your first manager?

What was the first and last name of your first girlfriend/boyfriend?

What was the last name of your favorite teacher in your final year of school?

What was the first concert you attended?

What was the first foreign country you visited?

Question 1*

| What was the name of your first pet? ⌄ |

Your answer (not case-sensitive)*

| Bubbles |

Question 2*

| What was the first foreign country you visited? ⌄ |

Your answer (not case-sensitive)*

| australia |

Question 3*

| In what city was your father born? (Enter full name of city only) ⌄ |

Your answer (not case-sensitive)*

| boston| |

REGISTER NOW

✅ **Congratulations! Your registration is complete!**

Your account

👤 Your user ID: Jdoe@organizationxyz

🏢 Your available ADP services:

   (SELF SERVICE)

Activate your email / phone ⊙

⚠ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:
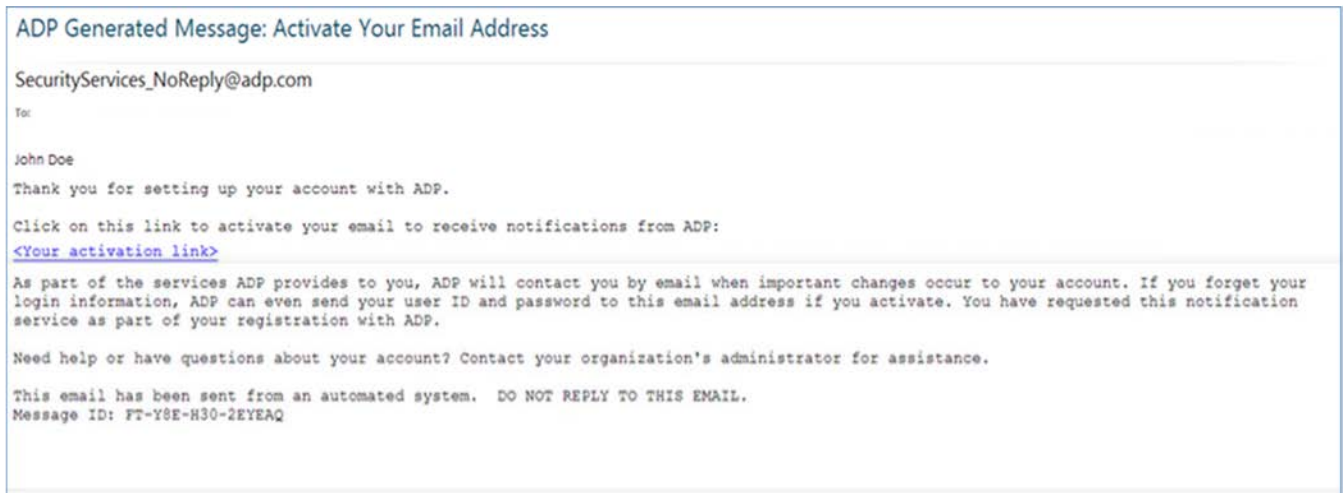
  ✉ John.doe@organizationxyz.com

  📱 +1 555-555-5555

Your registration is complete. You can use your user ID and password to access your ADP service(s). Please remember to keep your account information updated for accuracy.

Activate Your Email Address

If you provided an email address during registration, you will receive an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

<Your activation link>

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-Y8E-H30-2EYEAQ

Activate Your Mobile Phone

If you provided a mobile phone number during registration, look for a text message from ADP. Reply with the code.

ADP: Reply with code #####

Forgot Your User ID/Password?

If you forget your login information, you can use the "**Forgot Your User ID/Password**?" link on the login page to retrieve your user ID and reset your password. You will be required to verify that you are the rightful owner of the account to protect your personal information.

Upon successful verification of the information that you entered, your user ID will be displayed.

To Reset Your Password

If you activated an email address and/or mobile phone number when you registered, you can receive and enter a security code.

Your security code

Select where you want to send the security code and click Send Code.

● ••••••5556 (SMS text)

○ J••••••e@organizationxyz.com

SEND CODE

☐ I don't have access to any of these emails/phones

CANCEL   NEXT

Send the code to your email or mobile

Your security code

Select where you want to send the security code and click Send Code.

○ ••••••5556 (SMS text)

○ J••••••e@organizationxyz.com

SEND CODE

Enter your security code here in   14:10

514235|

☐ I don't have access to any of these emails/phones

CANCEL   NEXT

…and enter it here within 15 minutes.

If you don't have access to your email/phone, you will be prompted to answer security questions instead.

Your security questions

* = Required

What was the name of your first pet?

Your answer (not case-sensitive)*

bubbles

☑ Show answer

What was the first foreign country you visited?

Your answer (not case-sensitive) *

....

☐ Show answer

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive) *

......

☐ Show answer

CANCEL   NEXT

Click "Show answer" to reveal your answer briefly.

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Reset password

* = Required

New password (case sensitive)* ⓘ

tr@Vel2916   Strong ✓

Click "Show password" to reveal your password

☑ Show password

Confirm new pas

☐ Show password

CANCEL

✓ **Your password is valid**

Your password MUST have:
- ✔ At least 8 characters
- ✔ A lowercase or uppercase letter
- ✔ A number

Your password MUST NOT have:
- ✔ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✔ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:
- Increase the length from 12-20 characters.
- ✔ Add one or more special characters such as @, $, or &.
- ✔ Use a combination of uppercase and lowercase letters.

Click to see how well your password meets the requirements and

Congratulations! You have successfully retrieved your user ID and reset your password for ADP.