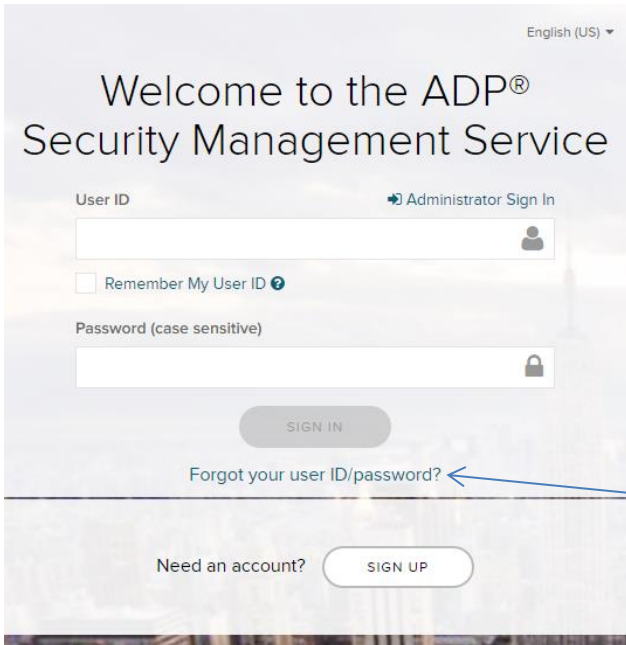


Changing Your ADP USER ID

Note: After you change your USER ID you will not be able to recover or reuse your previous User ID.



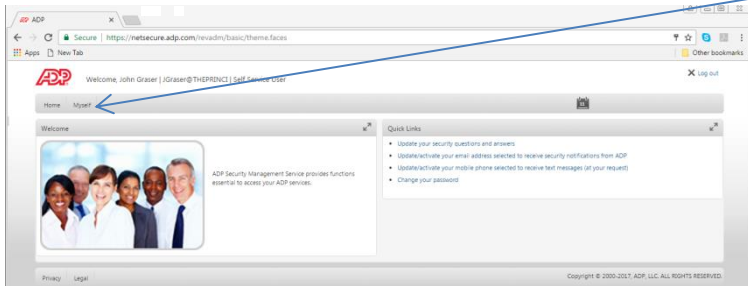
Log into: <https://netsecure.adp.com>

Enter your current ADP User ID and password.

Remember that your ADP Password expires every 6 months. You cannot reuse a new password until after it's been expired over 3 years.

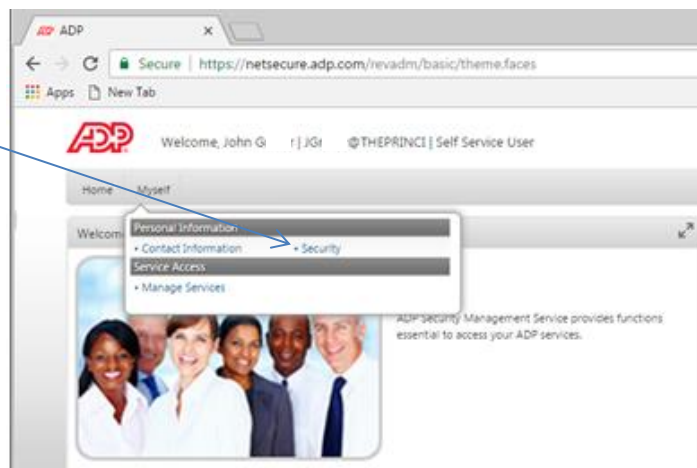
If you forgot your USER ID, contact the Payroll Dept. or use the Self-Service Option by clicking on the link.

You will be directed to the Screen as shown below.

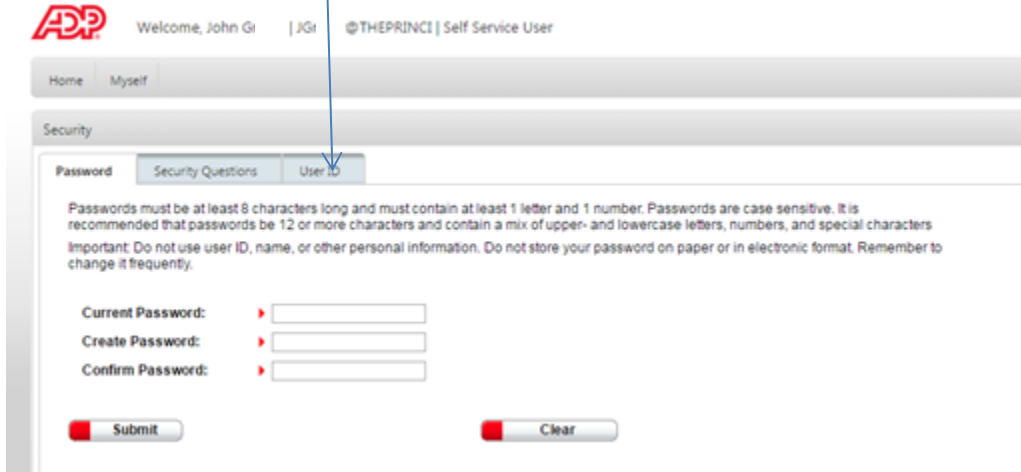


Click on **MYSELF**

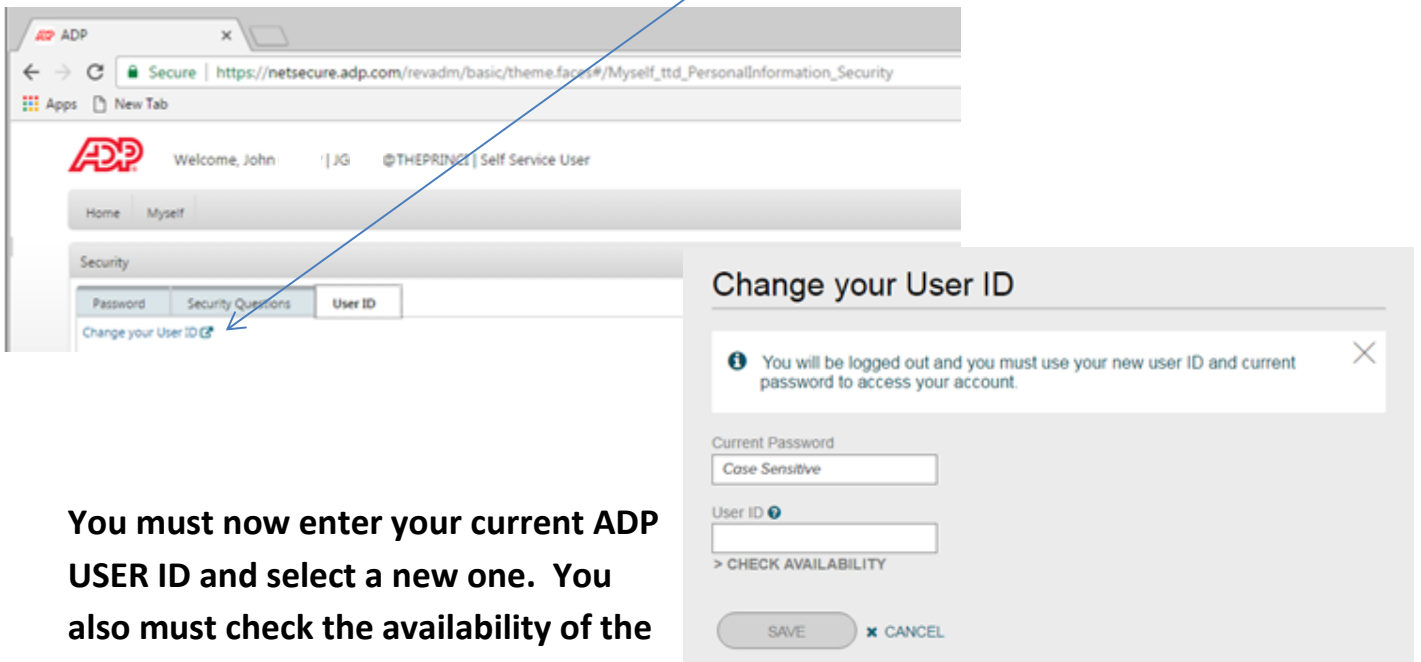
Click on **Security**



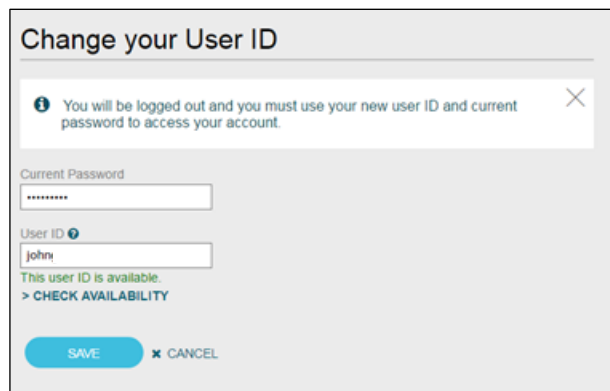
Choose the **USER ID** tab



Click on the “Change your USER ID” link as shown below



You must now enter your current ADP USER ID and select a new one. You also must check the availability of the new ID and confirm you want to make this change.



The screenshot shows a web form titled "Change your User ID". At the top, there is an information message: "You will be logged out and you must use your new user ID and current password to access your account." Below this, there are input fields for "Current Password" (masked with dots) and "User ID" (containing "john"). A message below the User ID field states "This user ID is available" with a link "> CHECK AVAILABILITY". At the bottom of the form are "SAVE" and "CANCEL" buttons. A yellow "Confirm Action" dialog box is overlaid on the form, containing the text: "You are about to change the user ID of your ADP account. This action cannot be undone and your current user ID cannot be recovered. You will be logged out immediately. Do you want to continue?" with "OK" and "CANCEL" buttons.

Click on OK if you are sure you want to make this change or **CANCEL** if you don't.

Click on OK one last time.

The screenshot shows a green success message box with a checkmark icon. The text reads: "User ID changed successfully". Below the message, it says: "Use your new user ID john_ and current password to access your ADP account." At the bottom of the message box is a blue "OK" button.

NOTE: After completion, you should get an email confirmation from ADP regarding your change.

We recommend you try to log in again to make sure it works for you.

<https://workforcenow.adp.com>