

ADP Employee Self Service

User Guide

What is Employee Self Service?

ADP Employee Self Service Portal is your online resource that allows you to:

- View and print your biweekly pay statement
- Keep abreast of corporate events such as our annual open enrollment
- View benefit plan summaries and your benefit elections
- Update your address if you should move
- View and print your annual W2

How do I log in?

- The Self Service Portal is available anywhere that you have an internet connection
- The web site address is <https://portal.adp.com/public/index.htm>

Take Notes

- Before you begin the registration process, make sure you have a pen and paper handy. This will help keep track of your user name, password, and security questions
- **Quick tip:** Storing the information on your phone or sending the information to your personal email will ensure you will be able to log into the self service portal when needed



Registration

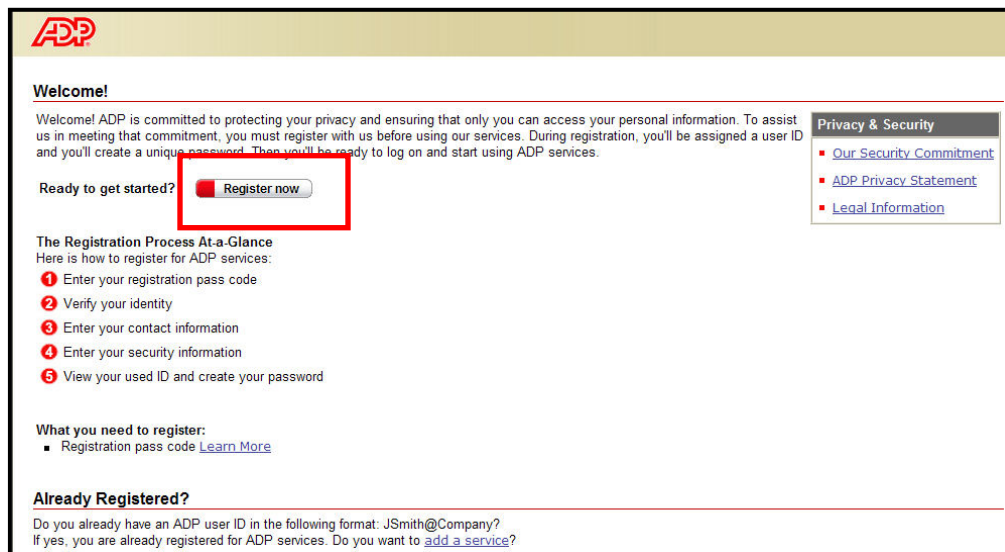
Registering for the ADP Self Service Portal is a 5 step process that only takes about five minutes. Begin by selecting the “First Time Users Register Here” link on the log in page.



Welcome!

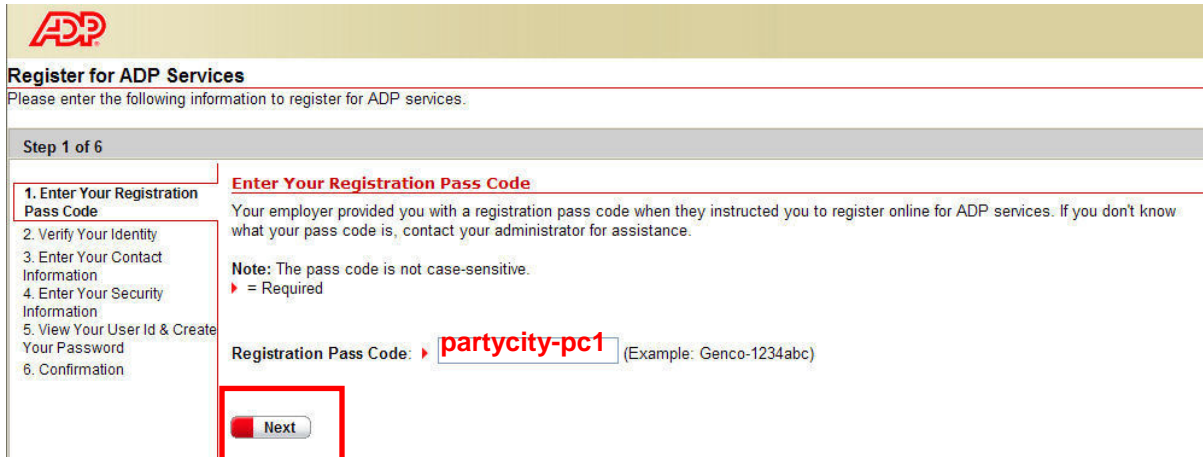
The welcome page provides an overview of the 5 step registration process.

Are you ready to get started? Select the “Register now” button.



Step 1)

The first step of the registration process requires you enter your Registration Pass Code. Your Pass Code is **partycity-pc1**. After entering the Registration Pass Code, select the “Next” button.



ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Enter Your Registration Pass Code

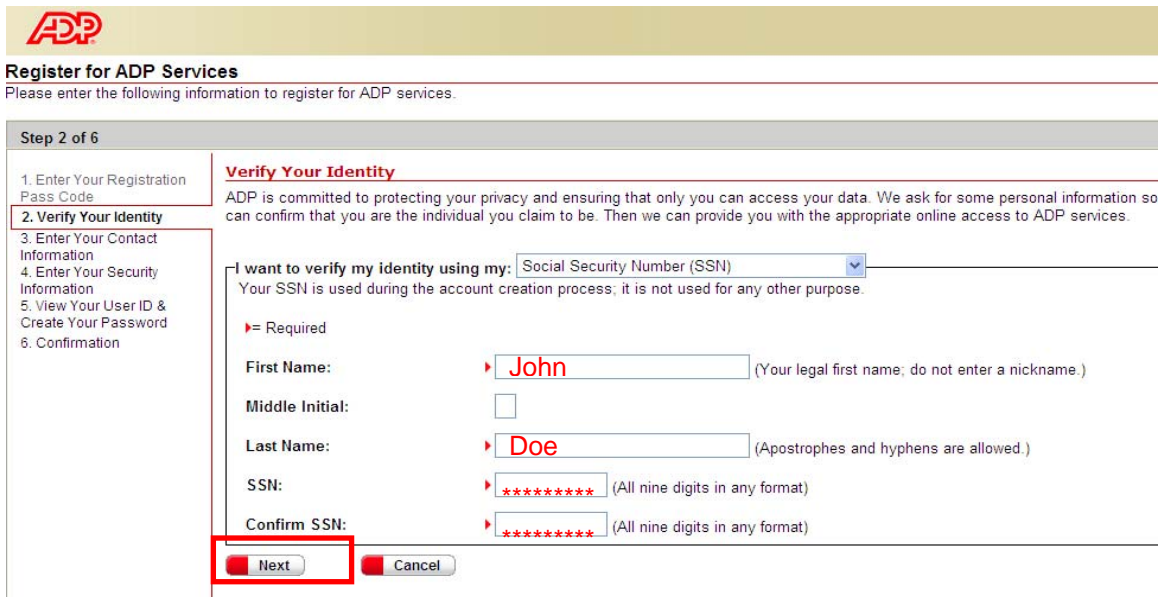
Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

Step 2)

Verify Your Identity. Enter the required information and hit the “next” button.



ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my: (dropdown menu)

Your SSN is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name: ▶ (Your legal first name; do not enter a nickname.)

Middle Initial:


Last Name: ▶ (Apostrophes and hyphens are allowed.)

SSN: ▶ (All nine digits in any format)

Confirm SSN: ▶ (All nine digits in any format)

Step 3)

Enter Your Contact Information. This step requires an email address that is used for notifications. This should be your personal email address. If you don't have a personal email address, please create one with the provider of your choice.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information**
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ **MI:**

Last Name: ▶ (Apostrophes and hyphens are allowed.)

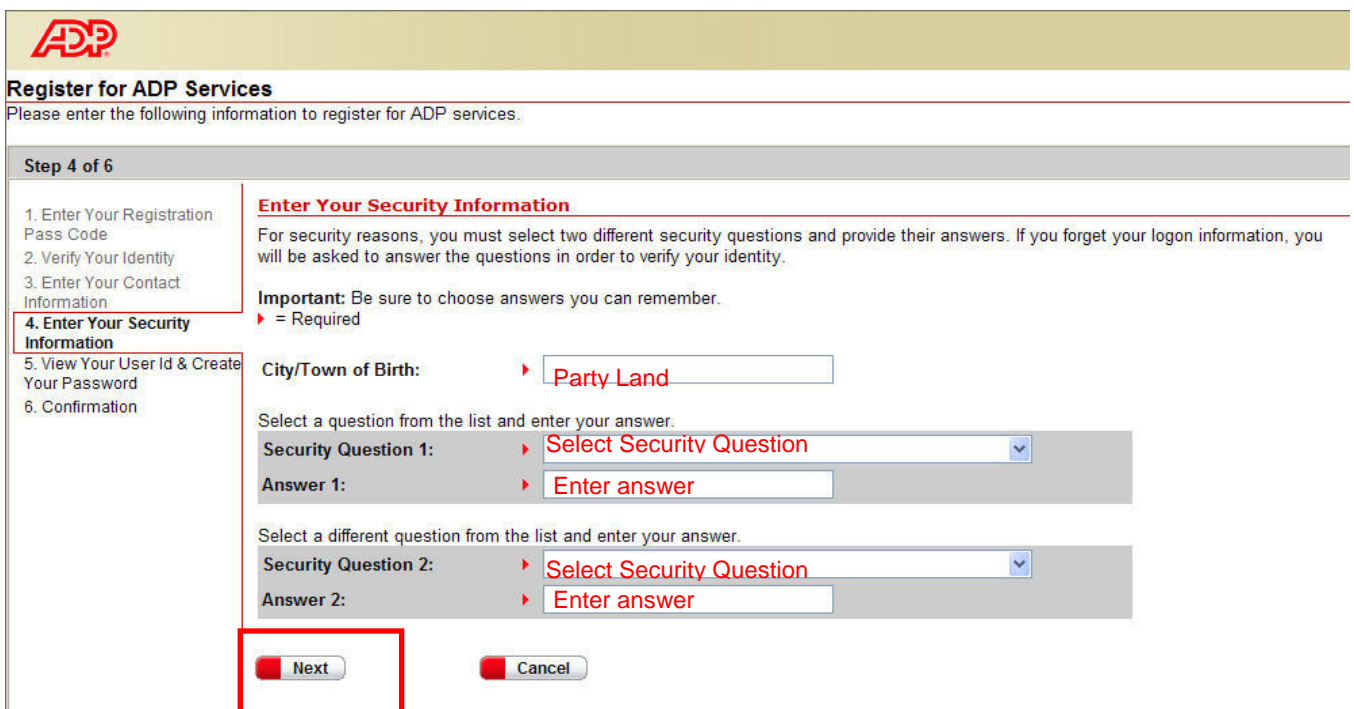
Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone: (Area code and number in any format.)

Step 4)

- For security reasons, in Step 4 you must enter your City/Town of Birth and select two different security questions. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.
 - Remember to add the security questions and answers to your notes. The security questions are case sensitive, so make sure to note the answers as entered.
 - When complete hit “Next.”



The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the heading "Register for ADP Services" is followed by the instruction "Please enter the following information to register for ADP services." A progress bar indicates "Step 4 of 6". On the left, a vertical list of steps is shown, with "4. Enter Your Security Information" highlighted in red. The main content area is titled "Enter Your Security Information" and contains the following text: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." Below this is an "Important" note: "Be sure to choose answers you can remember." and a legend: "▶ = Required". The form fields are: "City/Town of Birth:" with a dropdown menu containing "Party Land"; "Security Question 1:" with a dropdown menu containing "Select Security Question" and a corresponding "Answer 1:" text input field; and "Security Question 2:" with a dropdown menu containing "Select Security Question" and a corresponding "Answer 2:" text input field. At the bottom, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular box.

Step 5)

- In Step 5 you will be able to view your User Id and create your password. Your user id will generally be your first initial and last name followed by @partycity (jdoe@partycity.) If you have a common last name such as Smith, Williams or Jones, for example. Then your user id may have a number 1 or 2 at the end of it.
 - Next, create your password. This is the most important thing to write down. When selecting a password, keep it simple. Choose something that will be easy to remember for example an existing password you have for banking or personal email. Just remember the passwords are case sensitive and must contain letters and numbers or special characters. Use the example as a guide.
 - When complete hit “Submit.”

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
- 5. View Your User Id & Create Your Password**
6. Confirmation

View Your ADP Services User ID

Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID: **jdoe@partycity**

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
▶ = Required

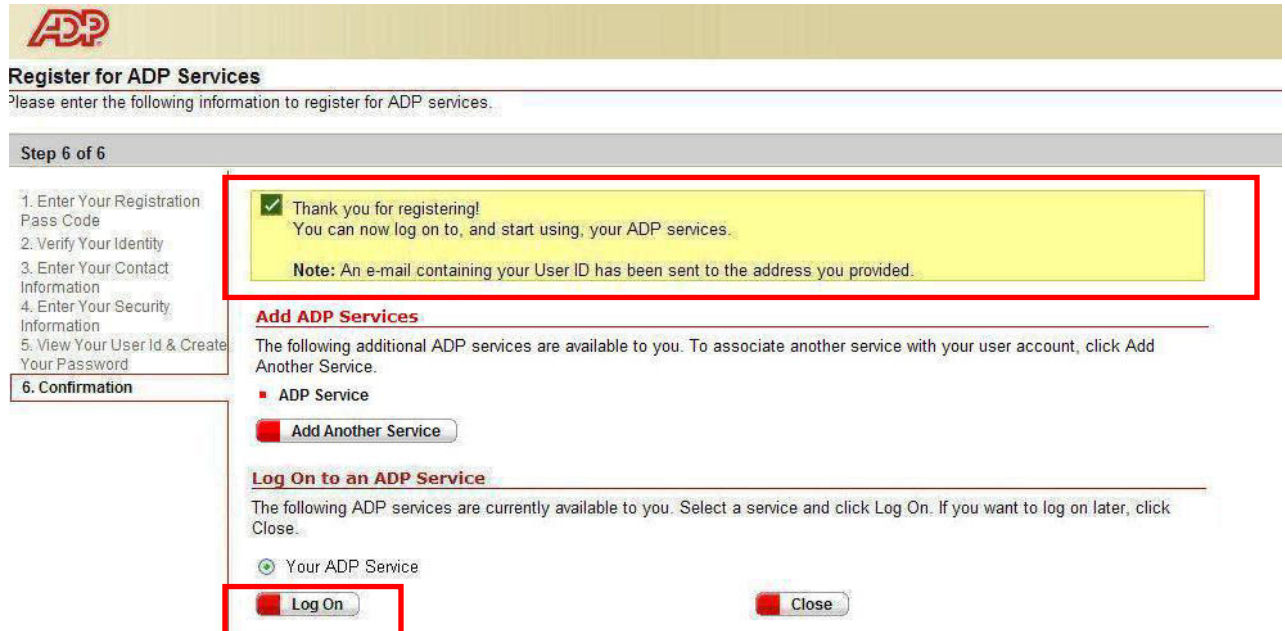
Create Password: (Example: Password01)

Confirm Password:

Tip: Select a password that you use for other accounts such as banking or personal email.

Step 6)

- You're finished with the registration process! ADP will email your User ID to the email address you provided.



ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation**

✔ Thank you for registering!
You can now log on to, and start using, your ADP services.
Note: An e-mail containing your User ID has been sent to the address you provided.

Add ADP Services

The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

- ADP Service

Log On to an ADP Service

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

- Your ADP Service

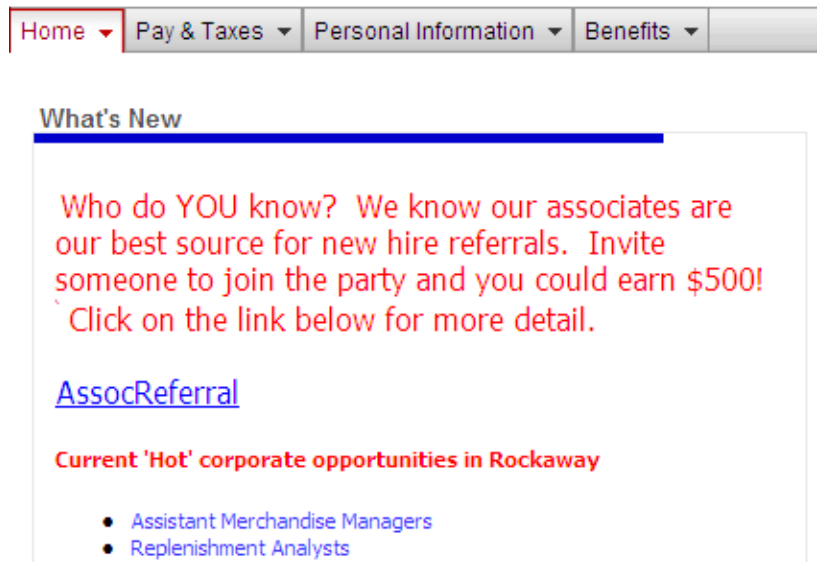
Now, let's take a tour of the Self Service Portal. Select the "Log On" button on the bottom of the screen

Take a Tour

- Once your registration is complete, take some time to navigate through the portal to see the various features.
- Pay particular attention to some of the personal information that is stored in ADP.
- Check to see if your address and phone number current? Do we have a current emergency contact on file?

Home Page

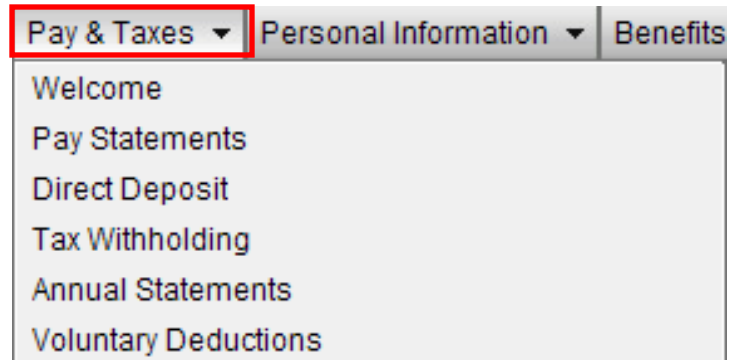
- Welcome to the homepage. The homepage provides up to date news from the corporate office.
- Use the drop down arrows to navigate throughout the portal.



The screenshot shows the top navigation bar of the ADP portal with the following items: Home (selected), Pay & Taxes, Personal Information, and Benefits. Below the navigation bar is a section titled "What's New" with a blue underline. The content includes a red text announcement: "Who do YOU know? We know our associates are our best source for new hire referrals. Invite someone to join the party and you could earn \$500! Click on the link below for more detail." Below this is a blue link labeled "AssocReferral". Underneath is a red heading: "Current 'Hot' corporate opportunities in Rockaway". At the bottom of the section are two blue bullet points: "Assistant Merchandise Managers" and "Replenishment Analysts".

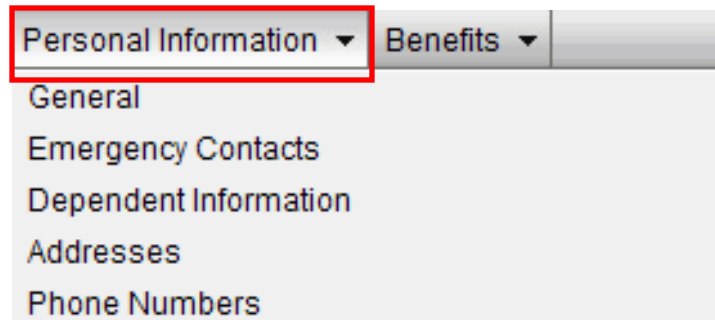
Pay & Taxes

- Pay & Taxes is often the most visited portion of the site because you can view and print your biweekly paychecks
- You can also update your tax withholdings or print your annual W2s



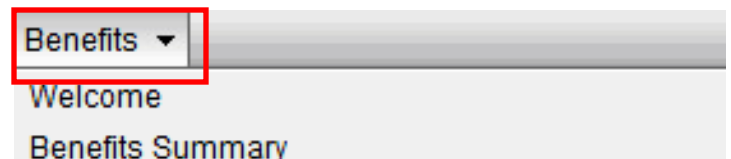
Personal Information

- Ever move or get a new phone number? If so, it is important to always keep your information updated with Human Resources
- Now, that process is easy by using the Personal Information section of the Self Service Portal



Benefits

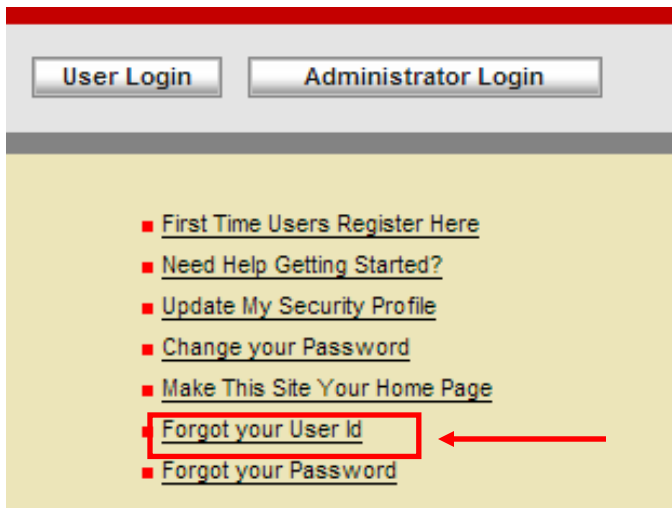
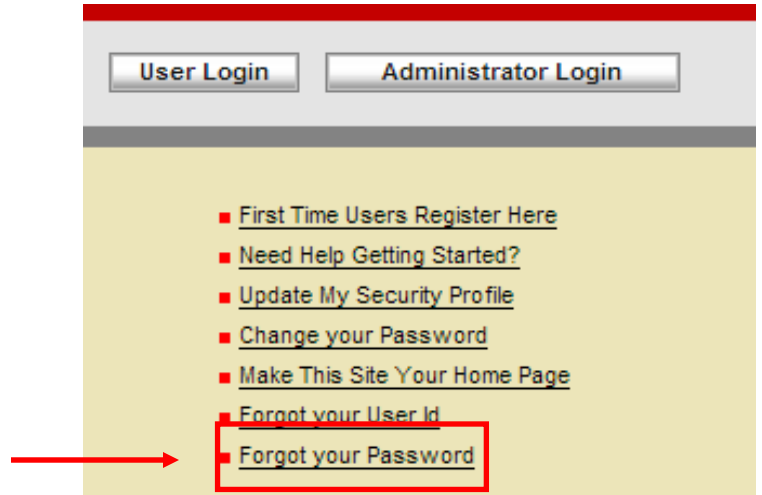
- Finally, the Benefits section. This section provides your benefits summary which includes the following:
 - The plans you are enrolled in and the applicable associate contribution
 - You can also view and/or print the various benefit plan summaries as well as enrollment and claim forms
 - The monthly Buzz on Benefits is posted on this page and other information impacting your benefits throughout the year



Frequently Asked Questions (FAQs)

What do I do if I forget my password?

- Forgetting your password may occur from time to time. If this happens, just select the “Forgot your Password” link on the log in Self Service log in page.
- After verifying your identity you will be able to reset your password.
- If you are unable to reset your password please email partycityss@partycity.com. A temporary password will be sent to you.



What do I do if I forget my user name?

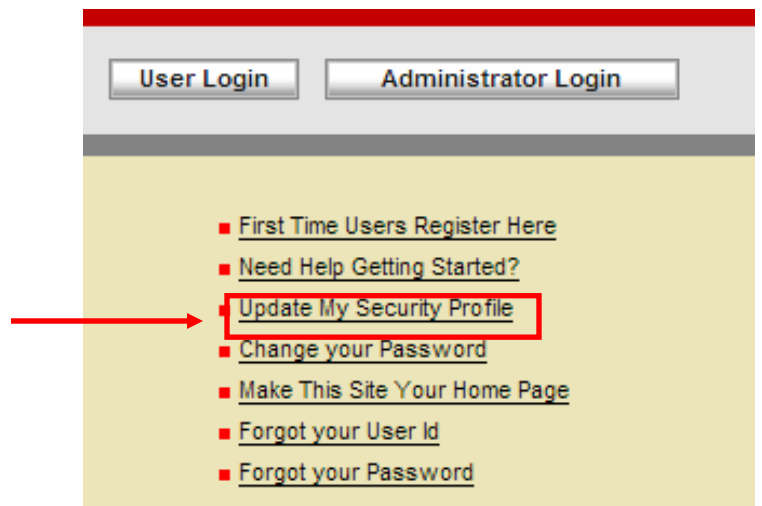
Select the “Forgot your User Id” link on the log in page.

You will be asked for your name, birth date, and city/town of birth.

Note: Your user id will generally be your first initial and last name followed by @partycity (jdoe@partycity.)

What do I do if my personal email linked to the Self Service Portal changes?

If your personal email changes, select “Update My Security Profile” on the portal log in screen.



Helpful Hints

- 1) Write down your user id and password so you do not forget it. It may be helpful to write down your security questions and answers, too.
- 2) Your user id will generally be your first initial and last name, unless you have a more common last name such as Smith, Williams or Jones, for example. Then your user id may have a number 1 or 2 at the end of it.
- 3) When selecting a password, keep it simple. Choose something that will be easy to remember.
- 4) If you are unable to reset your password please email partycityss@partycity.com. A temporary password will be sent to you.