



EMPLOYEE SELF SERVICE

VIEW PAY | TAXES | PERSONAL INFORMATION



WELCOME to the ADP portal, your secure, online access to payroll information. The ADP portal puts you in control of your personal information and makes your important data accessible at your fingertips, 24/7.

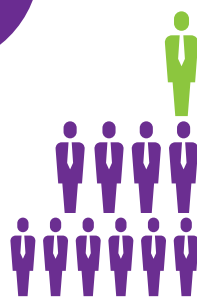


1



REGISTER for the ADP portal at <https://portal.adp.com>

2



On the ADP SECURE LOGIN PAGE, click on the "SIGN UP" button



Registration Code: CHRISTUS-register

3



Enter all personal IDENTITY INFORMATION and then answer the identity questions
{NAME} {SOCIAL SECURITY #} {DATE OF BIRTH}

4



Type your CONTACT INFORMATION

CHRISTUS work email is the recommended notification method



5



6



Set up your SECURITY QUESTIONS and answers ●●●●●

7

Your user ID is displayed on your screen

VERIFY ALL INFORMATION

& click "REGISTER NOW"



CONGRATULATIONS! Your registration to access the ADP portal is now complete. You will receive an email confirming your enrollment.

When you are finished, remember to log off to keep your information secure.