



Welcome! As part of the Maricopa County PRISM (Payroll, Records, Information, Staffing and Management) System, all employee and retirees who participate in the County Benefit plans will need to access this information through the ADP Self Service Portal. Below are the instructions for registering (enrolling) in the Self Service Portal.

ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, your user ID is assigned and you will create a unique password. Then you will be ready to log on and start using ADP services.

Before you register, you will need the following information:

- Your company's Registration pass code: **MCAZ-PRISM09**
- The web site address (URL) to use for Self Service Registration: <https://portal.adp.com>
- Your correct payroll name, which was used in the mailing of this material.

Open the Employee Self Service portal using the web address above and click **First Time Users Register Here**.

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User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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Click **Register now**.

For your information only: As additional modules of the PRISM System are brought online, you will be asked to return to the ADP Portal to add additional services, please don't add them now.

Additional instructions will be provided when each module is brought into service.



Enter the Registration pass code, **MCAZ-PRISM09**, and click **Next**.

TIP: the pass code contains a zero not an O.

The screenshot shows the ADP Self Service Registration portal. At the top, the ADP logo is on the left, and the title "Self Service Registration for ADP's Portal" is on the right. Below the logo, the heading "Register for ADP Services" is displayed, followed by the instruction "Please enter the following information to register for ADP services." The page is divided into a left sidebar and a main content area. The sidebar, titled "Step 1 of 6", contains a list of six steps: 1. Enter Your Registration Pass Code (highlighted), 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Enter Your Registration Pass Code" and contains the following text: "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." Below this is a note: "Note: The pass code is not case-sensitive." and a legend: "▶ = Required". A text input field is labeled "Registration Pass Code: ▶" with a red arrow icon and an example "(Example: Genco-1234abc)". A "Next" button is located at the bottom of the form.



Enter your name, as it appears on the mailing used for this information.

Your Social Security number is required to verify that only you, or if you choose, your trusted personal representative is completing this registration process and ultimately will have access to your personal information.

Additionally provide your and month/day of birth.

Then click **Next**.

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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

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

▶ = Required

First Name: **MI:**

Last Name: (Apostrophes and hyphens are allowed.)

Social Security Number: (All nine numbers in any format.)

Confirm Social Security Number: (All nine numbers in any format.)

Birth Month and Day:

Important: This information is used to make a **positive** match of your registration information to the County HR/Payroll System records. As a result, it is imperative that you use the same name spelling that is printed on your old County paycheck advise/stub or used in the mailing of this information.



In rare circumstances, primarily if you provided name and SSN information that did not match the County Payroll records, you could be asked for information on this page.

If you encounter this page and you have provided the correct name and SSN, please contact the County Employee Health Initiatives at 602-506-1010, during normal business hours for assistance.

If your information matched the County records, you will not see this page.

The screenshot shows the ADP Self-Service Registration portal. At the top, the ADP logo is on the left, and the title "Self Service Registration for ADP's Portal" is on the right. Below the logo, the heading "Register for ADP Services" is displayed. A message states: "Please enter the following information to register for ADP services." Below this, a grey bar indicates "Step 2 of 6".

On the left side, there is a vertical list of steps:

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

The main content area is titled "Verify Your Identity" and contains the following text: "We need some more information in order to verify your identity. Please complete the information on this page." Below this, a red arrow points to "= Required".

Section "A. Select a Service" includes a "Service:" label followed by a dropdown menu currently set to "ADP Self-Service".

Section "B. ADP Self-Service Information" includes the text: "Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator." Below this text are two input fields: "Employee ID:" and "PIN:", each with a red arrow pointing to the right.

At the bottom of the form, there are two buttons: "Next" and "Cancel", both with red highlights.



Enter your e-mail address
(personal or business) and
click **Next**.

Your phone number is
optional.

The screenshot shows the ADP Self Service Registration interface. At the top, the ADP logo is on the left, and the title 'Self Service Registration for ADP's Portal' is on the right. Below the logo, the heading 'Register for ADP Services' is followed by the instruction 'Please enter the following information to register for ADP services.' The main content area is titled 'Step 3 of 6' and 'Enter Your Contact Information'. A sidebar on the left lists six steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information (highlighted), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main form area contains a note: 'Your e-mail address is only used for notifications. If necessary, you can change this information later.' Below this, a legend indicates that a red triangle symbol means 'Required'. The form fields are: First Name (with 'John' entered), MI (Middle Initial), Last Name (with 'Doe' entered and a note '(Apostrophes and hyphens are allowed.)'), Business/Personal E-Mail (with a note '(This e-mail address is only used for notifications.)'), Confirm E-Mail, and Phone (with a note '(Area code and number in any format.)'). At the bottom, there are 'Next' and 'Cancel' buttons.



Enter your place of birth.

Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.

You should make a note of your answers and keep them in a safe place.

The screenshot shows the ADP Self Service Registration portal at Step 4 of 6. The page title is "Register for ADP Services" and it instructs the user to "Please enter the following information to register for ADP services." The current step is "Enter Your Security Information".

On the left, a progress bar shows six steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User Id & Create Your Password, and 6. Confirmation.

The main content area for Step 4 includes:

- Enter Your Security Information**
- Instruction: "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."
- Important:** Be sure to choose answers you can remember.
- A red arrow icon followed by "= Required".
- A text input field for "City/Town of Birth:".
- Instruction: "Select a question from the list and enter your answer."
- A dropdown menu for "Security Question 1:" and a text input field for "Answer 1:".
- Instruction: "Select a different question from the list and enter your answer."
- A dropdown menu for "Security Question 2:" and a text input field for "Answer 2:".
- Two buttons at the bottom: "Next" and "Cancel".



Your Self Service Portal user ID is now displayed.

Create your password and click **Submit**.

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character. In addition, your password is case sensitive.

Important: You should make a note of your user ID and password and keep them in a safe place. You will need them to log on to ADP services.

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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: fsmith@MPLX

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:



Your registration has been successful if you get this screen. Click **Close**.

Again, as additional modules of the PRISM System are brought online, you will be asked to return to the ADP Portal to add additional services.

Additional instructions will be provided when each module is brought into service.

If you get this window after you click Close, just answer **Yes**.

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.

- Enterprise eTIME

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.

- iPayStatements
- Self Service

Microsoft Internet Explorer

The Web page you are viewing is trying to close the window.
Do you want to close this window?



After successful registration, you will receive an email confirming your registration.

To return to the portal and begin using it, type <https://portal.adp.com> into your browser address bar and use the **User Login** button, supply your login ID and password set up during registration.



Once you have registered with the portal, you can utilize a variety of options here to help you manage your account. This is also, where you would go if you forgot your password.