

Dear Associate:

We are pleased to announce ADP Employee Self-Service Portal a benefit for all associates. We are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can enroll in and make changes to your Direct Deposit set-up. *(\*Please note\*: You will **not** be able to register for this site nor for Direct Deposit immediately. Once onboarding has been completed, it can take up to 3 days following your employment start date to be fully processed and sent to payroll for validation. Should you receive an error, please try again in 24 hours.)*

Employees will be able to register, log-in and gain access to an employee portal where you can review current personal and payroll-related information which we have on file. You will also have the opportunity to view your address; input, change and delete direct deposit accounts; review tax information; view pay statements and W2s; receive important notifications from Beacon Hill Staffing Group; and more!

Any tax changes will require updated and signed forms and, therefore, cannot be done through ADP. If you need to make any changes to your tax forms, please contact your recruiter.

**Instructions to register/access the ADP Employee Self-Service Portal:**

**\*\* Important Note:** Currently, ADP will only function properly using **Internet Explorer 11 or Google Chrome** as your web browser. Additionally, please be sure to type in any log-in information or passwords—**never Copy/Paste**—as ADP is finicky and will reject the information and lock you out.

**To register, please follow these instructions: For picture see page 2**

1. Go to <https://portal.adp.com>
2. Click “SIGN UP” under “Need an Account?”
3. Enter Registration Passcode: **BEACONHILL-NEWHIRE** – Click “NEXT”
4. Enter your Social Security Number and basic information; confirm you’re not a robot – Click “Continue” (Do not use any dashes, slashes, or space)
5. Select Send me an Email (Do Not Select ask me questions people often have issues with this option)
6. Once you receive the code enter it in the space provided—Click “Next”
7. You should receive a message saying, “Hello, your name” – Click “REGISTER NOW”
8. Then you'll be given your User ID and asked to create a password (**save this for future use!**)

**Once registered, you'll be redirected to another site. Please go back to <https://portal.adp.com>.** Once there, you will be able to navigate to the portal and under the **Pay & Taxes** tab set up direct deposit.

**TO SET UP DIRECT DEPOSIT:**

1. Log in using your username and newly created password
2. Go to the “Pay & Taxes” tab
3. Choose “Direct Deposit” from the drop-down list
4. Enter and save your banking account information

If you experience any errors or trouble logging in, please e-mail: [Payroll@beaconhillstaffing.com](mailto:Payroll@beaconhillstaffing.com).

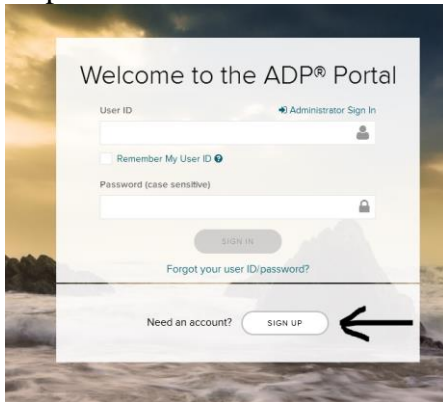
We hope you will enjoy these features. We appreciate the opportunity to provide you with this way of viewing your pay information and managing your direct deposit information.

Sincerely yours,

## Step by step picture instructions for registering:

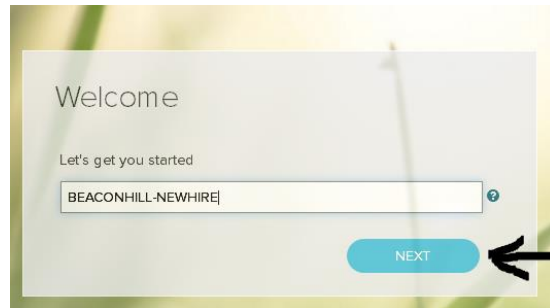
Step 1: <https://portal.adp.com>

Step 2:

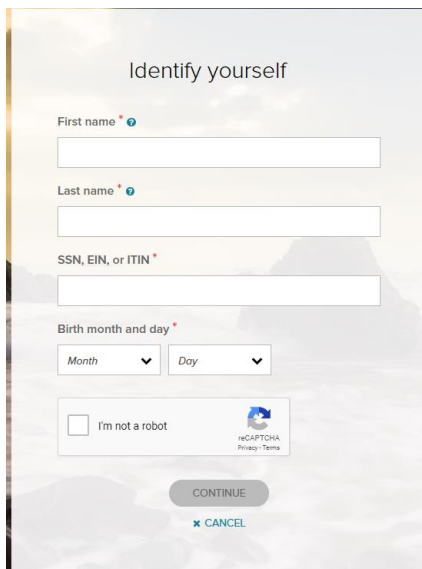


Step 4:

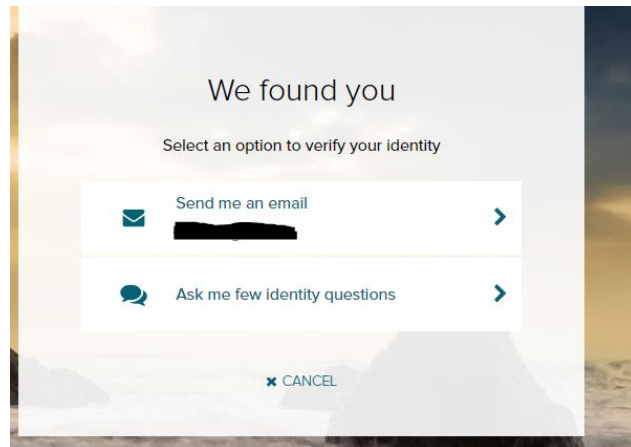
Step 3:



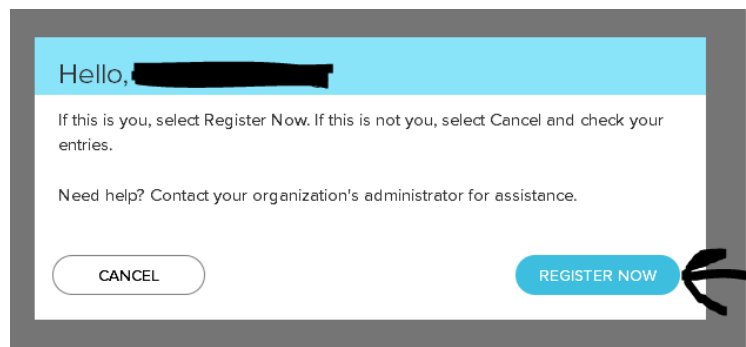
Step 5:



Step 6:



Step 7:



Receive email and get redirected to site