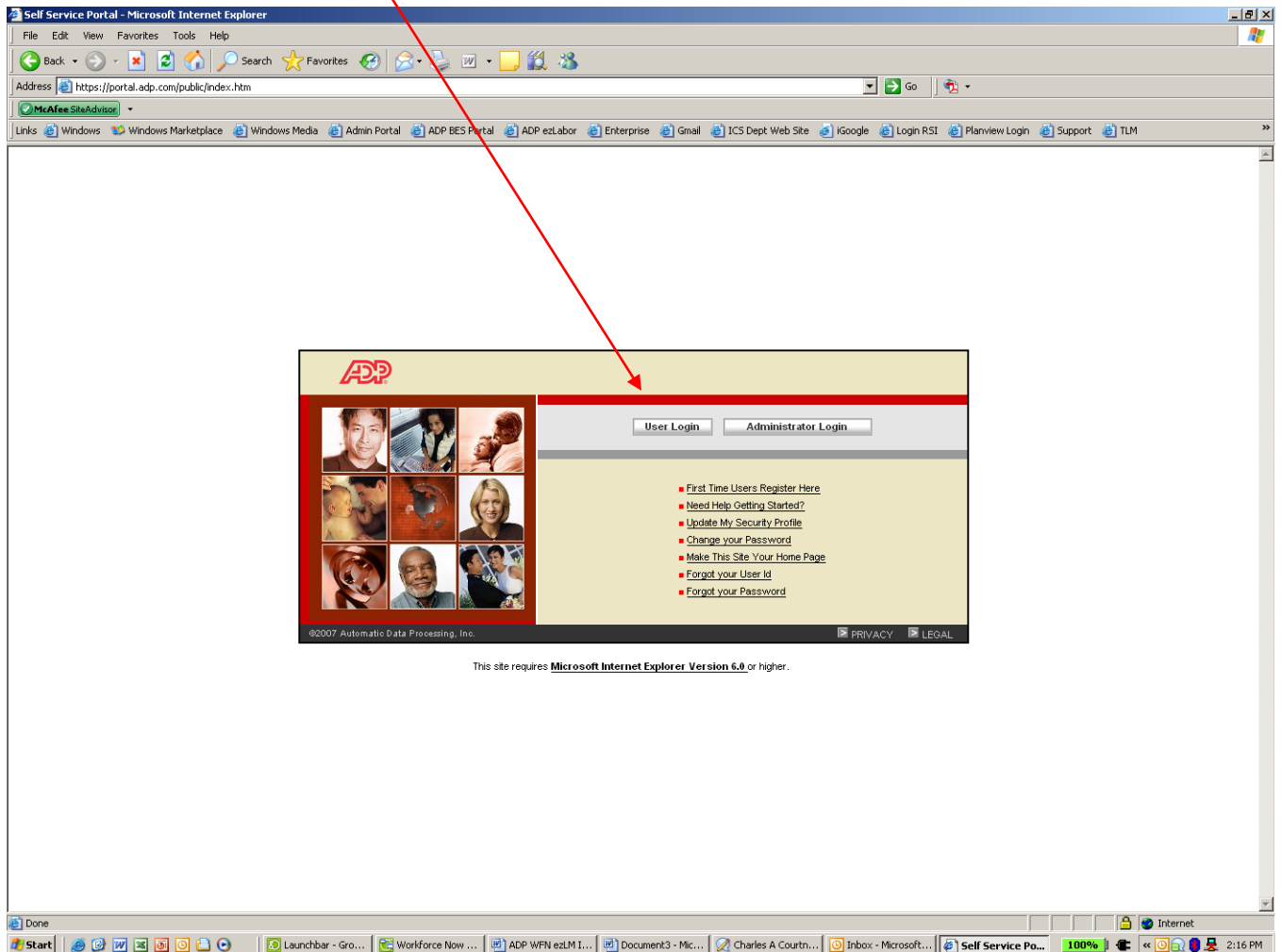
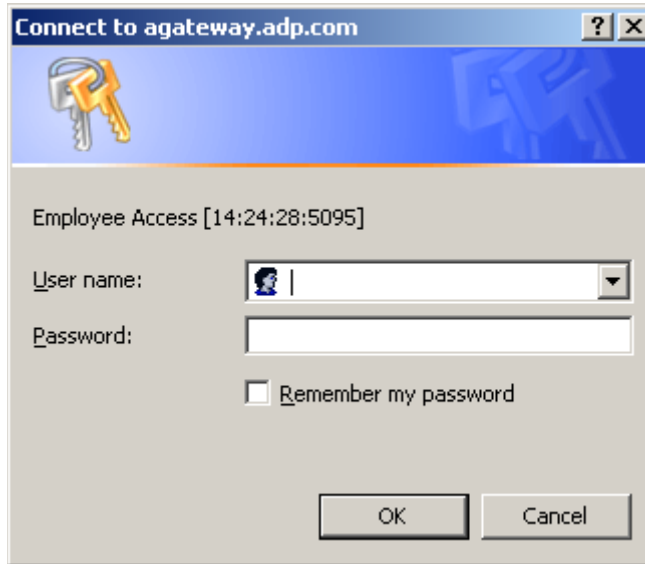


Portal Employee Login

- 1- Login into <https://portal.adp.com>
- 2- Select User Login



3- Add User name and Password



Connect to agateway.adp.com

Employee Access [14:24:28:5095]

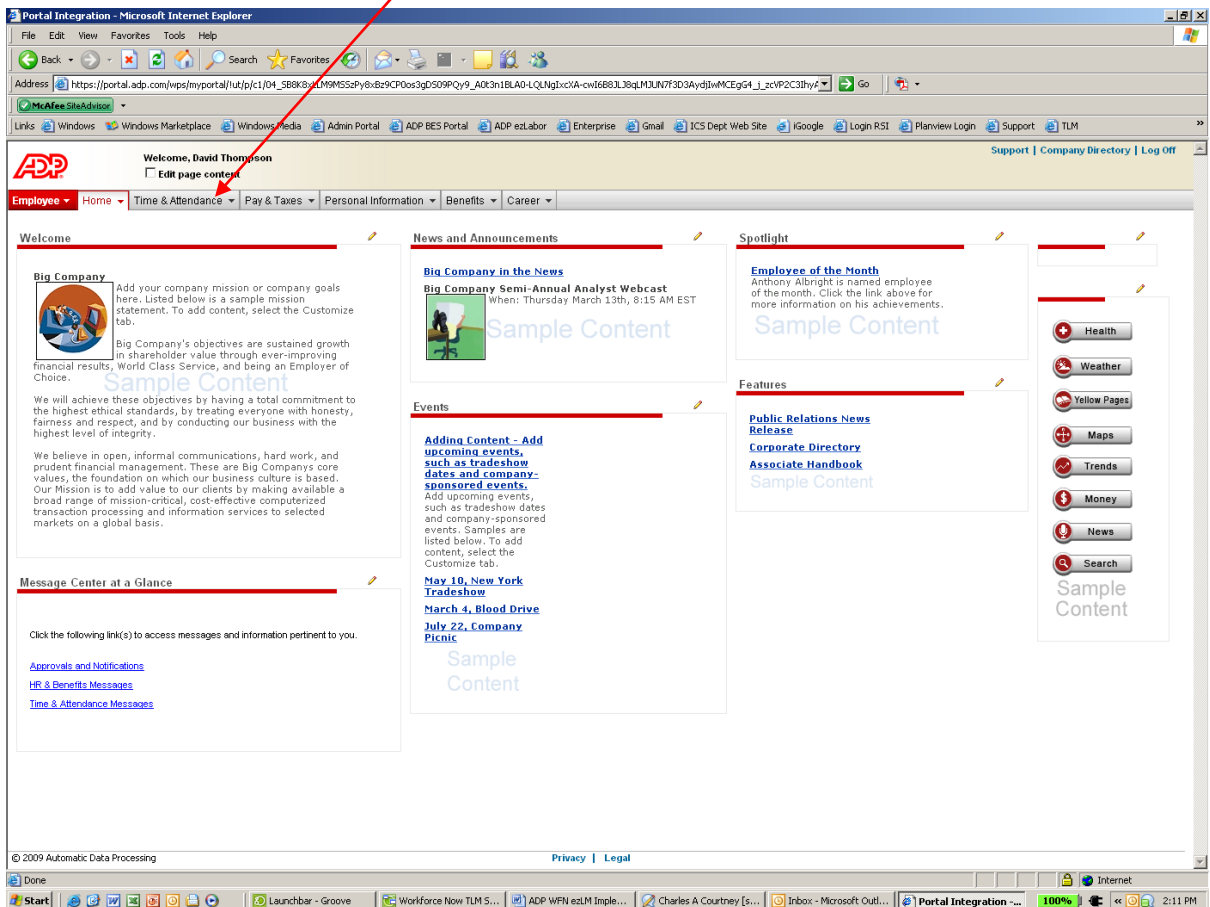
User name:

Password:

Remember my password

OK Cancel

4- Select Time & Attendance Tab



Portal Integration - Microsoft Internet Explorer

Address: https://portal.adp.com/.../ADP BES Portal

Welcome, David Thompson

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits Career

Big Company

News and Announcements

Spotlight

Employee of the Month

Features

Public Relations News Release

Corporate Directory

Associate Handbook

Sample Content

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5- From the drop down choose **My Timecard**

The screenshot shows a web browser window titled "Portal Integration - Microsoft Internet Explorer". The address bar contains a long URL starting with "https://portal.adp.com/wps/myportal/". The page header includes the ADP logo and a welcome message for "David Thompson". A navigation menu is visible with options: "Employee", "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", "Benefits", and "Career". The "Employee" dropdown menu is open, showing a list of options: "My Schedule", "My Timecard", "My Attendance", "My Accruals", "My Information", "Time-Off Summary", "Enter Time-Off", "Cancel Time-Off", "Carry Time-Off", and "Time-Off History". A red arrow points from the text above to the "My Timecard" option. The main content area is divided into several sections: "Welcome" with a "Big Company" graphic, "News and Announcements" featuring a "Big Company Semi-Annual Analyst Webcast", "Spotlight" highlighting an "Employee of the Month", "Events" listing upcoming events like "May 10, New York Tradeshaw" and "March 4, Blood Drive", and "Features" with links to "Public Relations News Release", "Corporate Directory", and "Associate Handbook". A sidebar on the right contains quick links for "Health", "Weather", "Yellow Pages", "Maps", "Trends", "Money", "News", and "Search". The footer includes copyright information for "© 2009 Automatic Data Processing" and links for "Privacy" and "Legal". The Windows taskbar at the bottom shows the Start button and several open applications, including "Launchbar", "Workforce Now", "ADP WFN ezLM", "Document3", "Charles A Courtn...", "Inbox - Microsoft...", and "Portal Integrat...".

6- Select **Clock In** or **Clock Out** to enter time

Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾

Home

[Inbox \(0\)](#) [Schedules at a Glance](#)

Today's Activities

Thursday, July 01, 2010 01:56 PM

[Clock In](#) [Clock Out](#) [Lunch Out](#) [My Timecard](#)

Clocked In 07/01/2010 08:58 AM

[To Top](#)

Inbox

[Refresh Inbox Content](#) [Preferences](#)

You have no inbox messages at this time.

[To Top](#)

Please note, if using Clock In / Clock out or lunch out it will be recorded at the exact time you click button. To manually enter hours click on “My Timecard.”