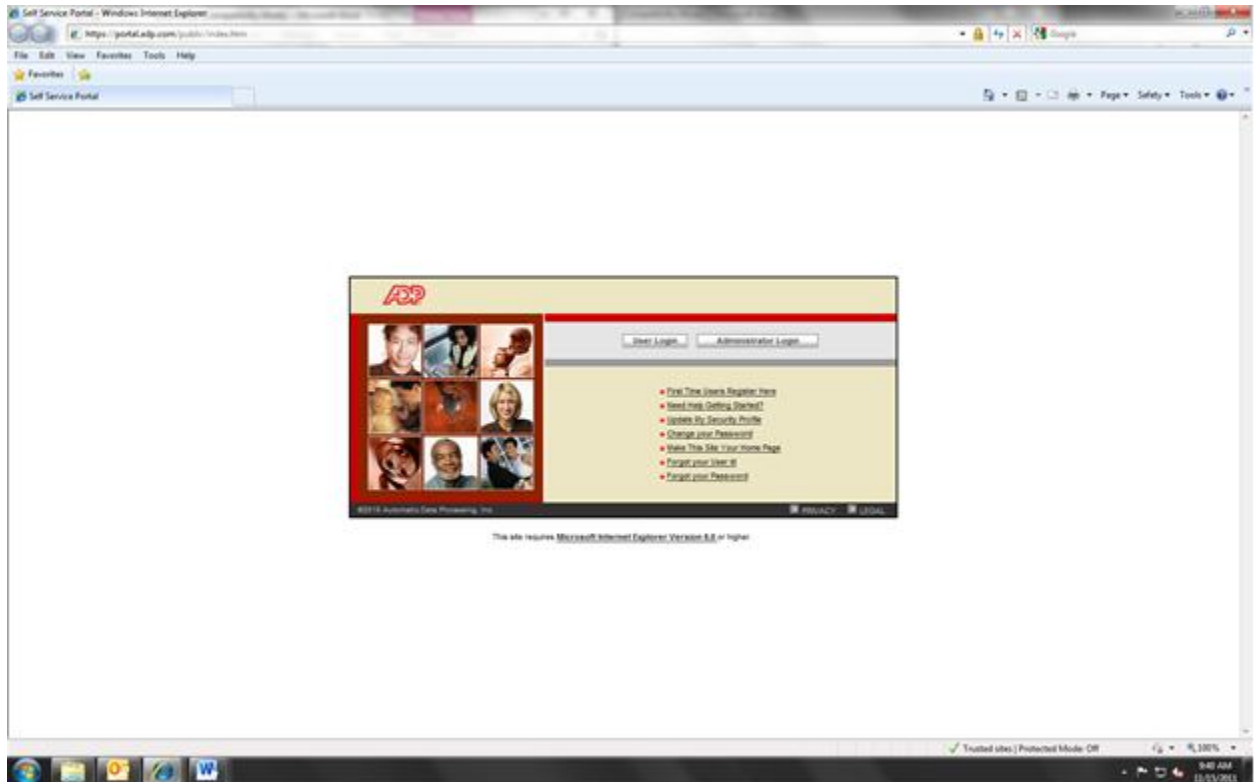


Register for Access to the ADP Portal

HR Announcements and Information, Paystubs, Employee and Manager Self-Service

1. Go to <http://portal.adp.com>
2. Click on 'First Time Users Register Here'



3. Click on the 'Register Now' button.
4. Enter the Registration Pass Code **jacksonhol-1234** and click 'Continue'.
5. Follow the instructions to Verify Your Identity using your Social Security Number and click 'Next'.
6. Enter your contact information and click 'Next'.
7. Enter your security information and click 'Next'.
8. Your new ADP Services User ID will be displayed at the top of the page, please make a note of your User ID for future reference.
9. Create your ADP Services Password and click 'Next'.
10. Click 'Log On' to be taken back to the login page.
11. Enter the User ID and password you just created to access ADP Services.