

To: RMU Employees

In an effort to make it more convenient for you to access and make changes to your individual Payroll, Benefits, and Human Resources information, we are implementing an Employee Self Service (ESS) tool.

Using any computer with internet access, you now have the capability, online, to:

- View/print monthly pay statements
- View/print annual W-2 forms
- Review current benefit elections
- Check your retirement plan contribution percentages
- Change your address
- Change or add direct deposit accounts
- Request a change in your tax withholding (W-4)
- Update your dependent information
- Add emergency contacts

Your RMU Registration Passcode is **RMU-ESS**

Your User ID will be your **first initial last name @ rmu**. Ex: jdoe@rmu

Your User ID is not case sensitive.

When you first log-in, we encourage you to add your emergency contact information.

In addition to improving efficiency and convenience, the ESS tool contributes to RMU's sustainability efforts by reducing the amount of paper needed and associated costs. **Paper pay advices will no longer be available after the July 29, 2011 pay date.**



Self Service Registration

Quick
Reference
Guide

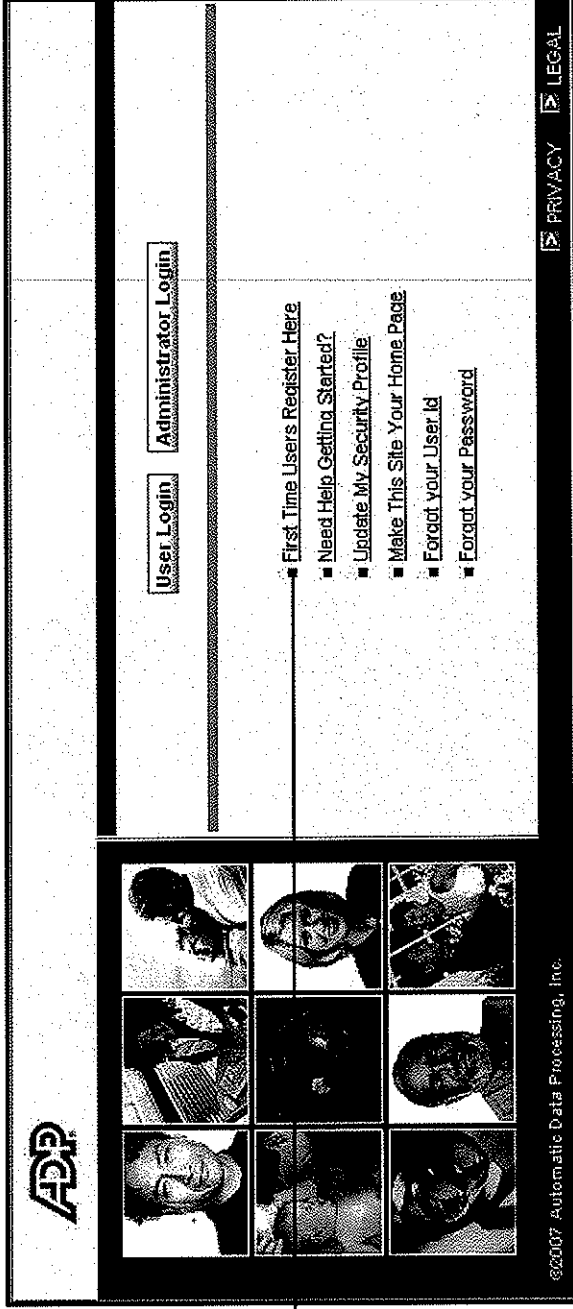
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

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

Before you register, your administrator will provide you with the following information:

- Your company's Registration pass code
- The web site address (URL) to use for Self Service Registration

Open your company's registration web site address and click **First Time Users Register Here**.



Note: This is an example; your page may look different depending on the product you are registering for.



Self Service Registration

Quick
Forms
Help



Welcome!

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, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started?

Register now

Already Registered?

Add a Service

Privacy & Security

- Our Security Commitment
- ADP Privacy Statement
- Legal Information

Click Register now.

The Registration Process At-a-Glance

Here is how to register for ADP services:

- 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 and create your password

What you need to register:

- Registration pass code [Learn More](#)

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

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Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

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.

2. Verify Your Identity Information
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Note: The pass code is not case-sensitive.

▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

Next

Enter your Registration pass code and click Next.



Self Service Registration

Online
Registration
Center

ADP
Register for ADP Services
 Please enter the following information to register for ADP services.

Step 2 of 6

Verify Your Identity
 ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my:
 Your SSN is used during the account creation process; it is not used for any other purpose.

Required

First Name: (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: (Apostrophes and hyphens are allowed.)

SSN: (All nine digits in any format)

Confirm SSN: (All nine digits in any format)

Date of Birth: Month Day

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Select SSN, ITIN, or EIN.

Enter your name, Social Security number and Date of Birth. Then click **Next**.

This information may or may not be requested depending on your company's setup.

Note: Enter your name exactly as it appears in your employer's records.



Self Service Registration

Quick
Reference
Card

ADP Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 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

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.
If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶

Middle Initial: ▶

Last Name: ▶

Business/Personal E-Mail: (This e-mail address is only used for notifications.)

Confirm E-Mail: (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

Phone:

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Enter your e-mail address and click **Next**.

Your phone number is optional.



Self Service Registration

Quick
Returning
Self

ADP
Register for ADP Services
 Please enter the following information to register for ADP services.

Step 4 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

Enter Your Security Information
 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.
 ▶ = Required

Birth Month and Day: ▶ (Month) ▶ (Day)

City/Town of Birth: ▶

Select a question from the list and enter your answer. **Important:** Answers must be at least 6 characters long.

Security Question 1: ▶

Answer 1: ▶

Select a different question from the list and enter your answer. **Important:** Answers must be at least 6 characters long.

Security Question 2: ▶

Answer 2: ▶

Next **Cancel**

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You will only be asked for this information if it has not been previously provided to ADP.
 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.



Self Service Registration

Quick
Reference
Only

ADP
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:

Create Your ADP Services Password
 Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Your password may also contain these five special characters (!@#\$%). Passwords are case sensitive.
Note: Your password is case sensitive.
 ▶ = Required

Create Password:
 Confirm Password: (Example: Password01)

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Your user ID is displayed.


Create your password and click **Submit**.

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



Self Service Registration

Quick
Registration
5/1/10

 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	<input checked="" type="checkbox"/> Thank you for registering! An e-mail containing your User ID has been sent to the address you provided.
Log On to an ADP Service The following ADP services are currently available to you. To use a service, select it and click Log On. If you want to log on later, click Close.	
<input checked="" type="radio"/> ADP Portal	<input type="button" value="Log On"/>
	<input type="button" value="Close"/>
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Select the service you want to use and click Log On.

Thank you for registering to use ADP Services!