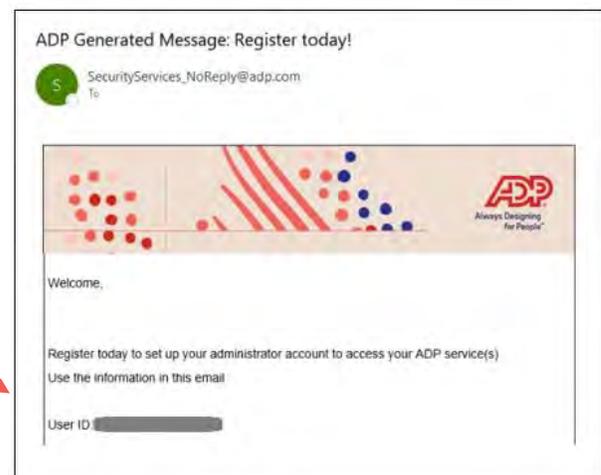## YOUR ADP SERVICE IS UPGRADING

The new ADP upgrade to TeamPay Live by ADP℠ requires a new User ID and Password. The 3 steps below will guide you in obtaining your new log-in to access your payroll reports but most importantly you will be ready to use TeamPay by ADP℠ service in March of 2021.
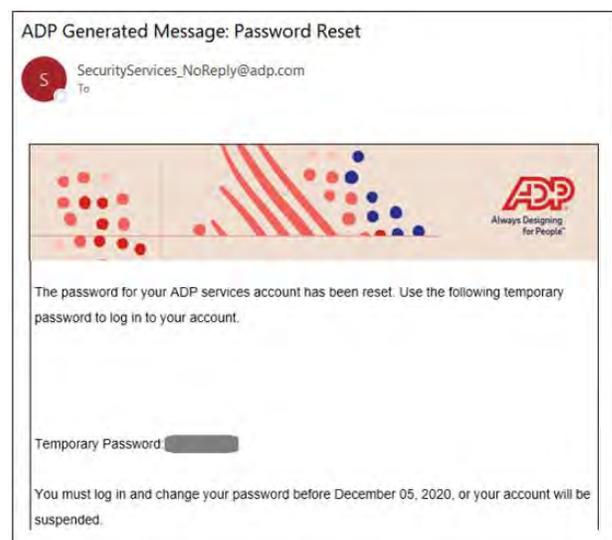
Step 1 - Obtaining Your TeamPay Live User ID and Password

You will receive 2 separate automatic e-mails from SecurityServices_NoReply@adp.com.

The first email will contain your User ID

ADP Generated Message: Register today!

SecurityServices_NoReply@adp.com
To

Welcome,

Register today to set up your administrator account to access your ADP service(s)
Use the information in this email

User ID

The second e-mail will contain temporary password for your first-time login.

ADP Generated Message: Password Reset

SecurityServices_NoReply@adp.com
To

The password for your ADP services account has been reset. Use the following temporary password to log in to your account.

Temporary Password:

You must log in and change your password before December 05, 2020, or your account will be suspended.

NOTE: *The Temporary Password is valid for 15 days from the date you receive the e-mail. It is important you complete your first-time login within those 15 days. If you have not received the automatic e-mails, please check your Spam / Junk E-mail folders. If you need further assistance, please call ADP support at 1-877-377-4784*

Step 2 – Logging in For The First Time

From your Internet Browser, visit the URL: https://teampay.adp.com.

Do not login from the Welcome to ADP screen.

Select your preferred language

Click on **Administrator Login**

Copy and paste the User ID that was sent via e-mail into the User ID field and click the **Next** button

Copy and paste the Temporary password that was sent via e-mail into the Password field and click the **Sign In** button.
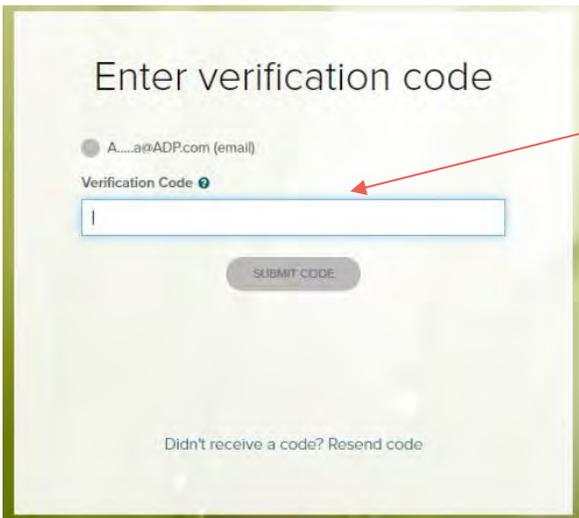
Create your new password.

Your password must meet a minimum level of complexity i.e include letters, numbers, special characters, to better secure your account. Click on the ❷ symbol to see the password complexity requirement

A verification code will now be sent to you via e-mail from SecurityServices NoReply@adp.com.


Sample e-mail with verification code

Enter verification code
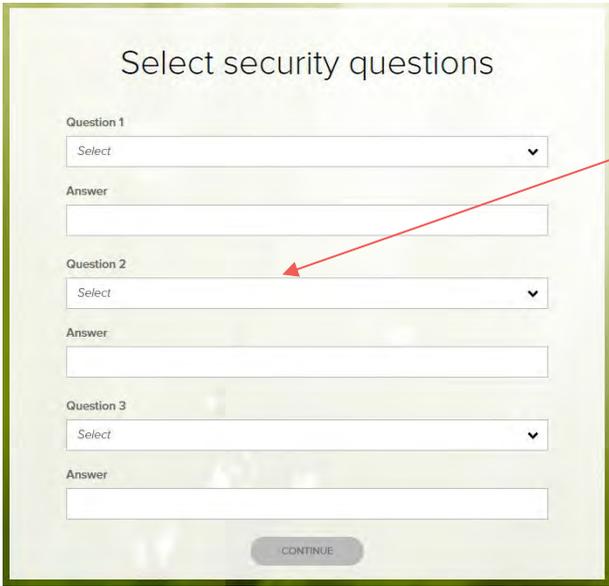
You will now be prompted to select 3 unique security questions and provide unique answers to each. In the event that you forget your password these questions will be presented to help you reset your password yourself

Congratulations! You have completed your first-time setup and have successfully logged into TeamPay Live by ADP℠
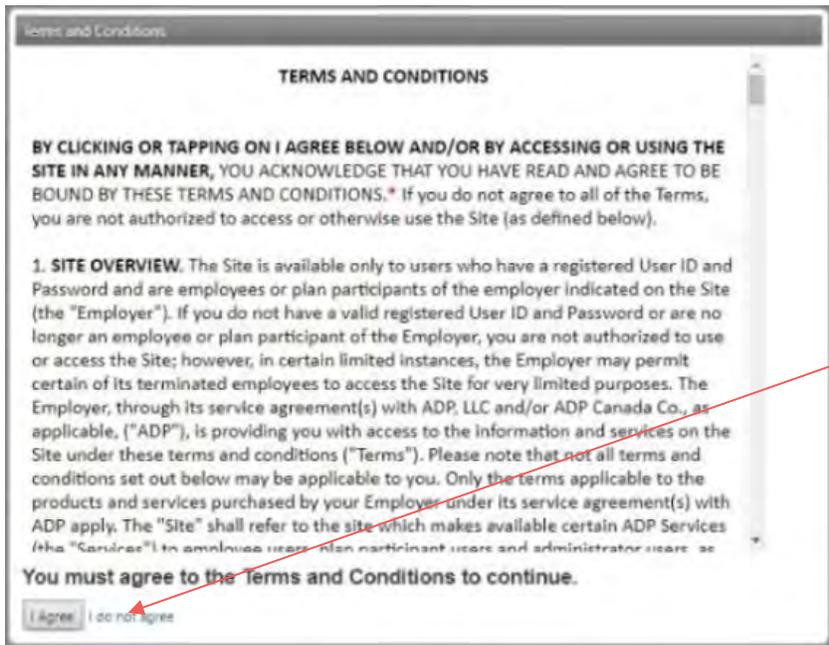
Please read through the Terms and Conditions and click on **I Agree** to access the Home Page.

Step 3 – Accessing Your Reports

The reports available to you in TeamPay Live by ADP℠ are similar to the reports available on our Reports on Internet website. Only reports that have been processed on TeamPay Live will be available.

For older reports, relating to payrolls processed prior to your migration, you can access Reports on Internet and view the reports.

Payroll Reports

To access your payroll reports. Click on **Reports and Utilities** and select **Payroll Reports**
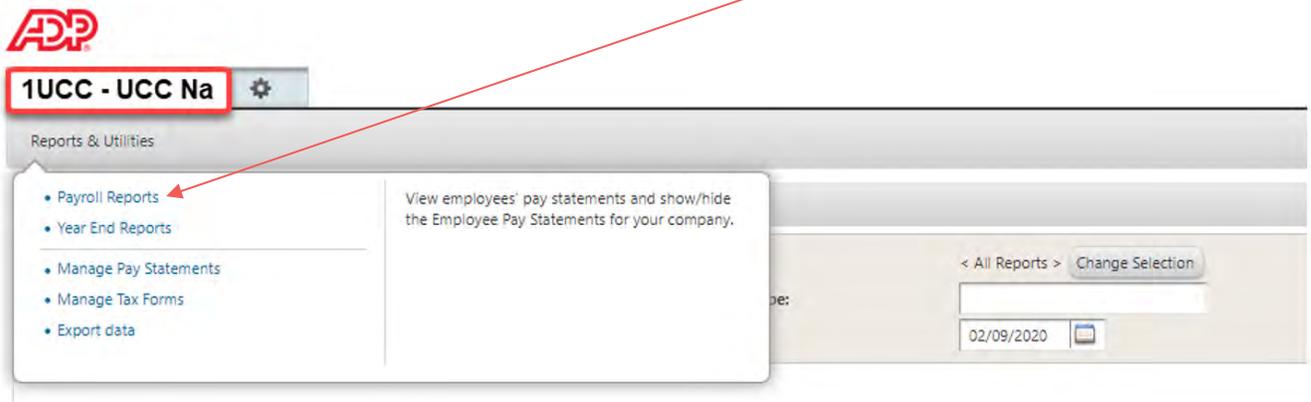
In the Payroll Reports Screen, you can view all the reports relating to your regular payroll processing. This screen offers you the ability to select the Report Type, by clicking on the **Change Selection** button and the date range. Always remember to click the **Filter** button after you have made your choices.

Your computer must have Adobe Acrobat Reader to view the reports. The reports are in .PDF format.
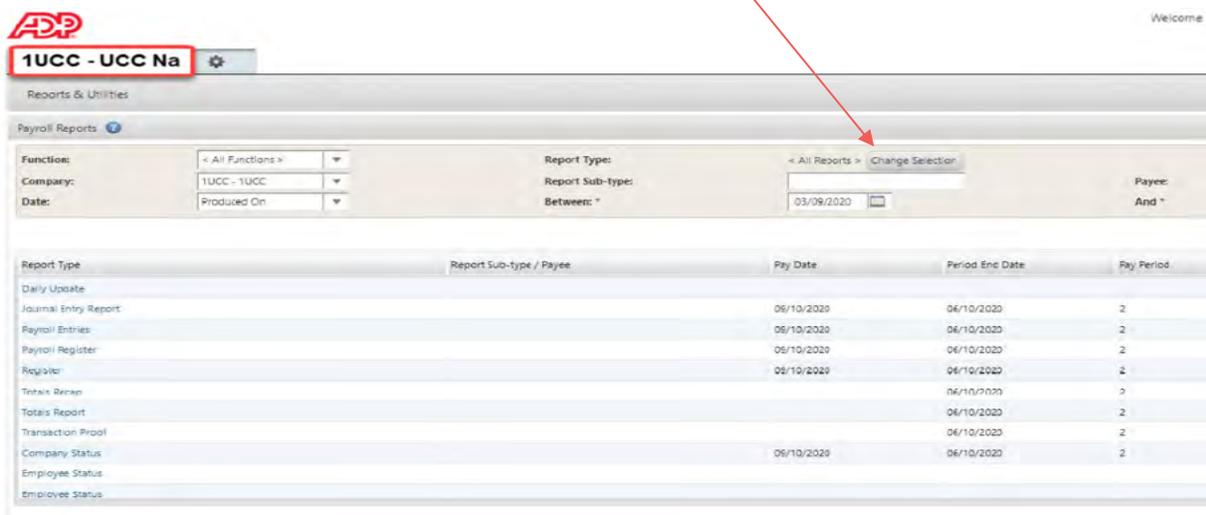
Pay Statements

You can view and print Pay Statements from **Reports & Utilities > Manage Pay Statements**. Click on the Pay Date for the Pay Statement you want to view/print. You can also hide pay statements from the Manage Pay Statements tab.
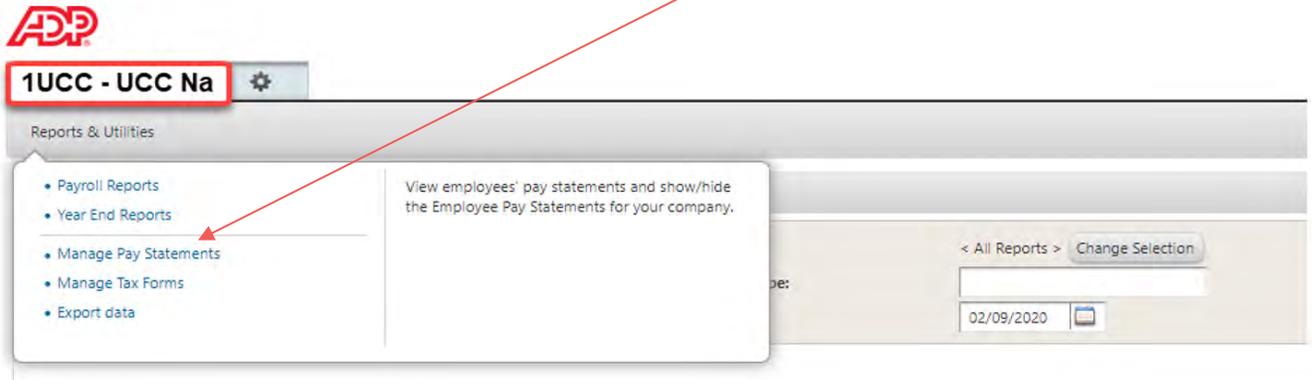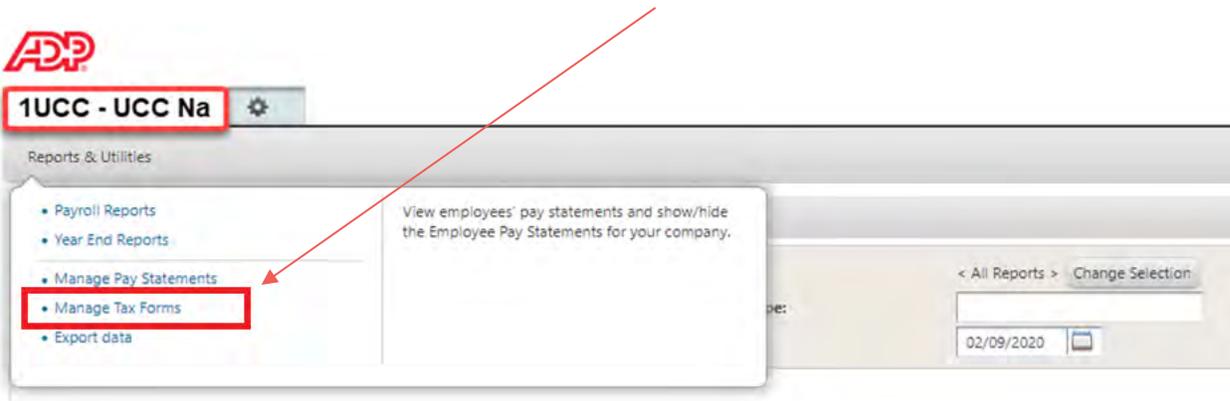

2020 Trial Run (Test) and Final Tax Form Reports and Individual Tax Forms

To view your 2020 Year End reports including adjustment runs, please click on **Year End Reports.**
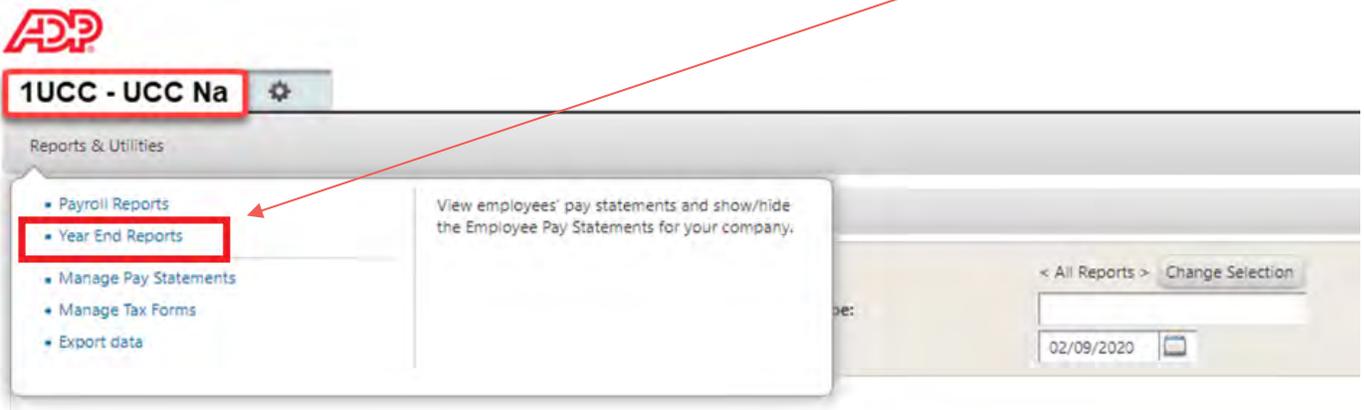
To view your 2020 Test and Final T4's, please click on **Manage Tax Forms.**

Fill out the search criteria circled below and perform your search: