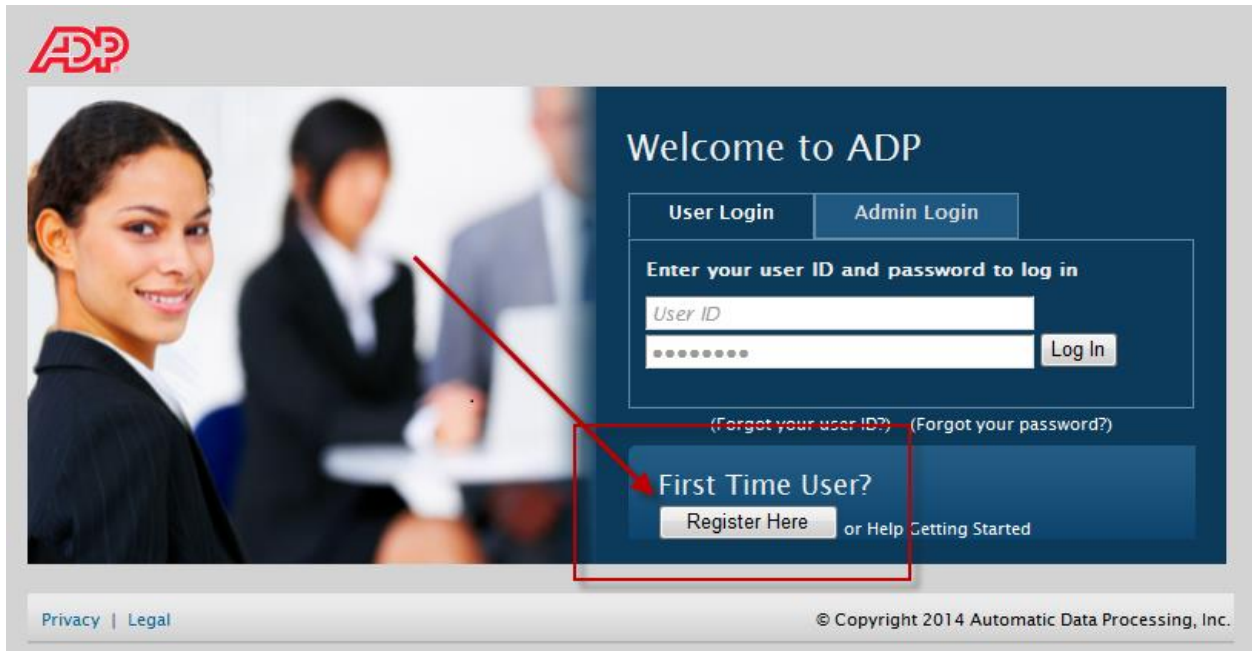


Instructions to Register with ADP Security Management
For ADP Recruiting Management

1. Go to: <https://recruiting.adp.com> (suggestion: save this URL in your favorites)
2. From the login screen, click “Register Here” under “First Time User?”



3. The next screen will ask for a company registration code. Your code will be provided by your PM/IC: **PTLC-2030**



Register for ADP Services

Step 1
Begin Registration

Step 1 of 7: Begin Registration

Step 2
Verify Identity

Step 3
Get User ID &
Password

Step 4
Select Security
Questions

Step 5
Enter Contact
Information

Step 6
Enter Activation Code

Step 7
Review and Submit

Enter the registration code that you received from your employer (previously referred to as a "pass code") or a personal registration code. If you do not have this information, contact your company administrator. Registration is required for all users.

Registration Code: *

4. Follow the prompts and complete all 7 steps.
5. Once completed, you may now **go back to the URL in Step 1** above and log in as either a user or Admin depending on your role.