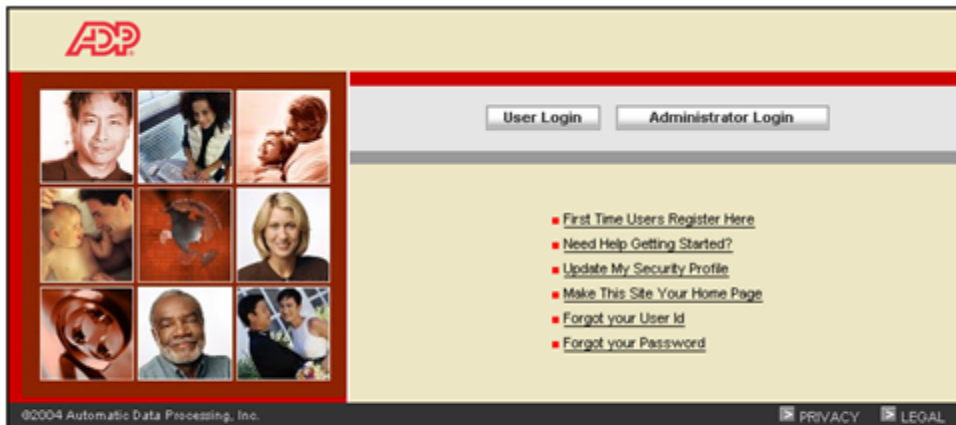


## Registering for the first time on the ESS Portal

To begin using ADP Self Service, you must first register for each of the services you want to access.

### ESS Portal Registration:

1. Go to <https://portal.adp.com>
2. Click the [First Time Users Register Here](#) link.




You will be taken to the "Register for this Service" screen.

A screenshot of the "Register for this Service" screen. At the top is the ADP logo. Below it is the heading "Register for this Service". There are two radio button options. The first option is selected: "My employer provided me with a Self Service Registration Pass Code." Below this is a text input field labeled "Self Service Registration Pass Code:" with a red arrow icon to its right. To the right of the input field is a link: "What is the self service registration passcode?". The second option is "I have an ADP user ID (for example, JSmith@Genco). (First Initial+Last Name@Company ID)". At the bottom left is a red button labeled "Next".

Enter **avisbudget-1** as the Self Service Registration Pass Code. Click on the **Next** button.

Ensure "Self Service" is activated. Click on the **Next** button. You will be taken to the "Proof of Identity" screen.



### Select a Service

You can select only one service at a time.

☒ Self Service [What is Self Service?](#)  
☐ iPayStatements [What is iPayStatements?](#)

**Next**

3. Enter your information in the format below. Click on the **Next** button.

- Last name: Your last name
- Employee ID: Your Worldwide ID number
- Initial PIN: Your Worldwide ID, plus your month & date of birth in WorldwideIDMMDD format



### Enter Your Proof of Identity

Last Name:   
 Employee ID:  [What's My Employee ID?](#)  
 Pin:  [What's My Pin?](#)

**Note:** To meet ADP's security standards, your USER ID and Password must be unique values.

4. Create a new password, complete all other information. Click on the **"Submit"** button.
  5. You will be given a User ID. Write this down for future use. This will be your User ID and Password for logging into ESS on a go forward basis.
- You will be taken to the Password screen.