

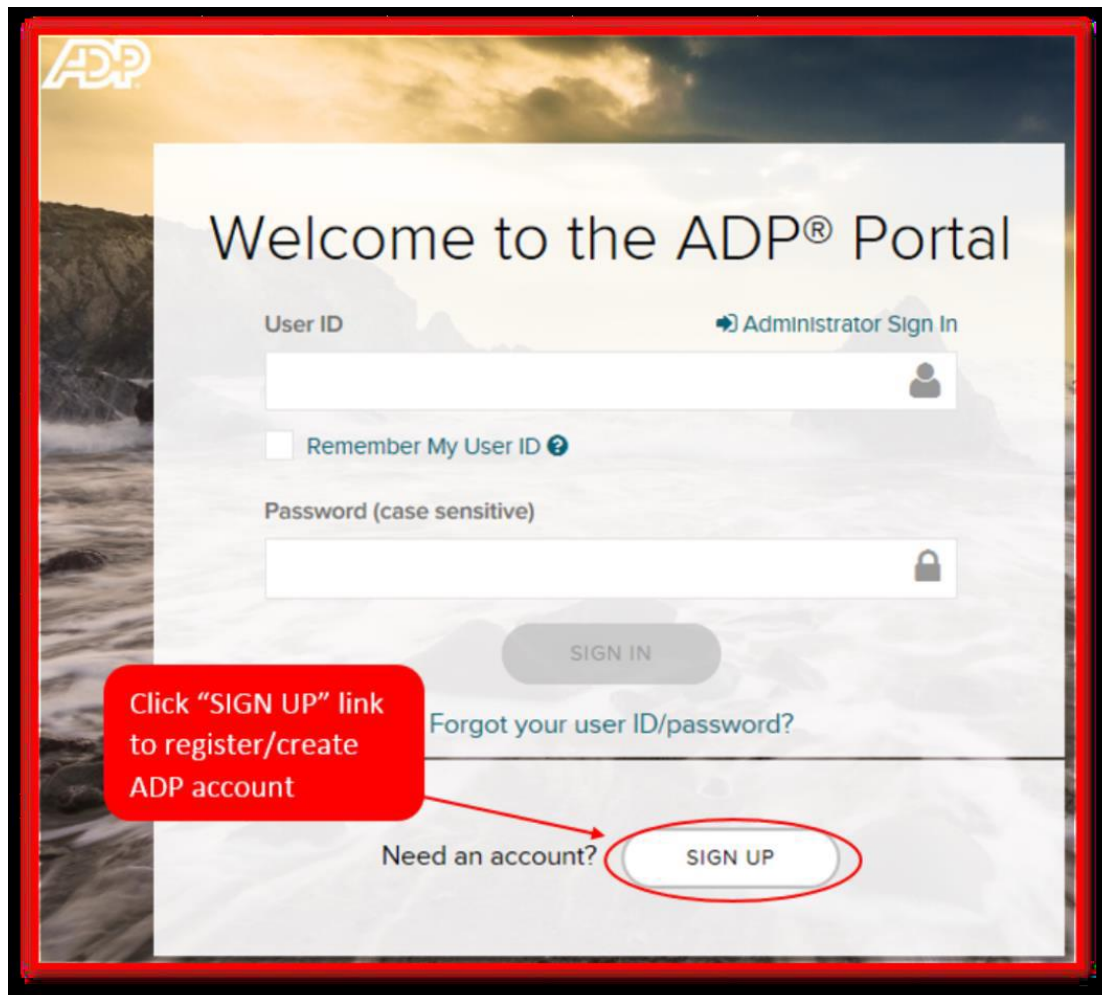
ADP Portal– Registration & Direct Deposit

Collabera strongly encourages all employees to enroll in direct deposit. **Your Pay Goes into the Bank. You Don't!** Take the hassle out of your payday, Direct Deposit is:

- CONVENIENT: It deposits your net pay automatically to the bank account(s) of your choice and makes your money instantly available on payday for withdrawal or check writing!
- SAFE: Full Service Direct Deposit eliminates the chance of lost, stolen or damaged paychecks.
- CONFIDENTIAL: Full Service Direct Deposit reduces handling of your personal payroll information by others.
- RELIABLE: No more issues with mail delays.

You must first register for ADP website to set up your ADP Portal account and enroll in direct deposit. During the registration you will be issued an ADP user id login and create a password to login to the ADP Portal website and access your earnings information. You will enter contact information and select security questions. The security questions will be used to verify your identity if you ever forget your user ID or password.

Start by going to ADP Portal web address: www.portal.adp.com and the Collabera registration passcode is: [gci2-gci2](#)





Type in gci2-gci2 registration code then click "next" button

Create your account

Registration code

gci2-gci2



NEXT



Do you want to set up an account with COLLABERA?

NO

YES

Click "Yes" to create an Collabera Employee ADP account



Help us find you

First name*

Last name*

SSN, EIN, or ITIN*

CONFIRM

Enter You first,
last name and
SSN then click
confirm



Enter your personal registration code

Personal registration code

Don't have a code?

GET CODE

CANCEL

NEXT

If you don't have a "Personal Registration Code" click the blue "Get Code" button.





Enter your personal registration code

Personal registration code

Don't have a code?

GET CODE

Click SEND CODE to have a personal registration code sent to the contact information on file in your organization's records:

● Youremailaddresshere@email.com

SEND CODE

Click blue "Send Code" button to select for a personal registration code

CANCEL

NEXT



Enter your personal registration code

Enter you "Personal Registration Code" in the box

Personal registration code

Don't have a code?

GET CODE

CANCEL

NEXT





Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Enter your credentials as directed below

Email address* Business Personal

Mobile phone number
Country code Business Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID* Your ADP login user id will be listed here

Password (case sensitive)*
 Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
 Show password

Select security questions and answers

Use answers to your security questions that you can easily remember later.

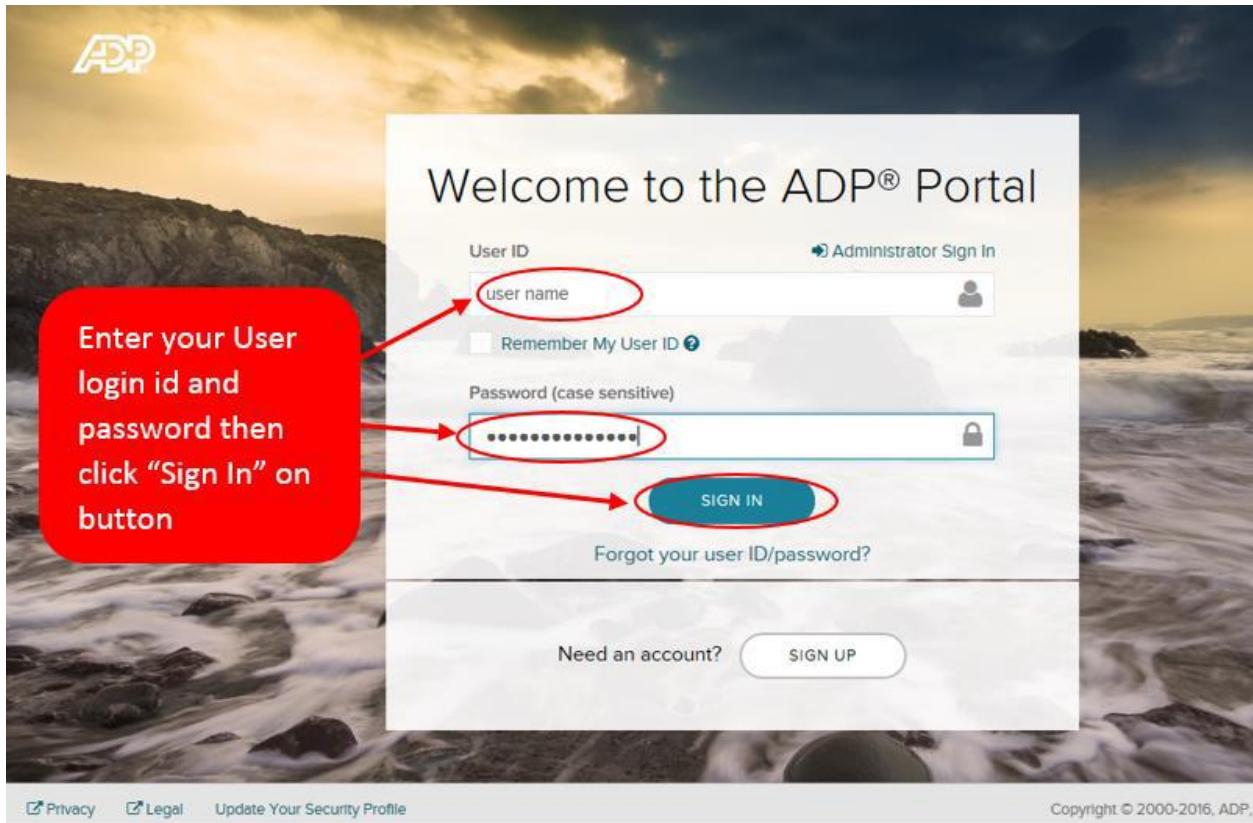
Question 1*

Question 2*

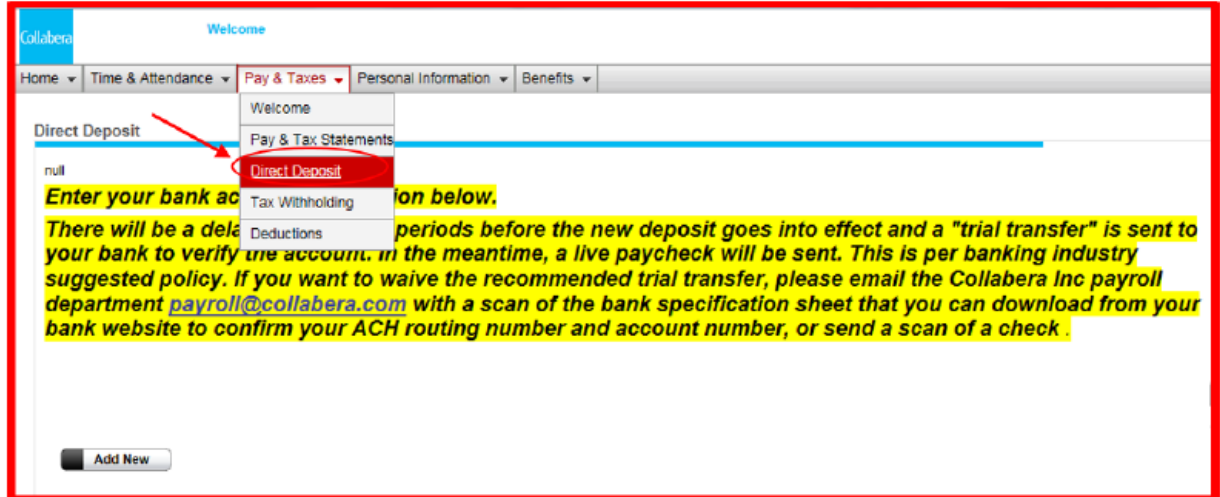
Question 3*

When you have filled in all required fields then click 'Register Now' button

Once you have completed registration and received successful registration confirmation email from ADP then login to ADP Portal website www.portal.adp.com with ADP login user id and password you just created.



Once logged into your ADP account home screen click on the **Pay & Taxes** tab then select **“Direct Deposit”** from the drop down menu as seen in screenshot below



To save changes check authorization box then click **“Save”** button.

