

# How to set up the ADP Notifications for email or tex messages



<https://netsecure.adp.com>



The screenshot shows the ADP login interface. On the left, there is a photograph of a smiling woman in a business suit. The ADP logo is in the top left corner. The main content area has a dark blue background with the text "Welcome to ADP". Below this, there are two tabs: "User Login" (selected) and "Admin Login". A form prompts the user to "Enter your user ID and password to log in", with input fields for "User ID" and "Password", and a "Log In" button. Below the form are links for "(Forgot your user ID?) (Forgot your password?)". At the bottom of the form area, it says "First Time User?" with a "Register Here" button and the text "or Help Getting Started". A footer bar contains links for "Privacy", "Legal", and "Requirements", and a copyright notice: "© Copyright 2012 Automatic Data Processing, Inc.".

from  
home  
page

Log in with your username and password.

bs86



Welcome,

| Product User

X Log out

Home | Myself

Welcome



ADP's security management service provides functions essential to access your ADP services.

Quick Links

- [Update your security questions and answers](#)
- [Update/activate your email address selected to receive security notifications from ADP](#)
- [Update/activate your mobile phone selected to receive text messages \(at your request\)](#)
- [Change your password](#)

Privacy | Legal

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email  
or text

# Choose the 1st or 2nd bullet to update/activate your email or mobile phone.

This will allow you to receive an email or text message from ADP if you forget your login information.



[Home](#) | [Myself](#)Contact Information ?**Contact Information**

Activate Email/Mobile

Update your contact information to receive communication from your company and/or ADP.

**Contact Email: \***

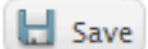
Work

 Use for notifications ?[Add Another](#)**Phone Numbers:**

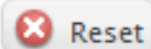
Work

**Mobile Numbers:**

Personal Cell

 I authorize ADP to send my login information to this phone at my request. [Terms and Conditions](#) ?[Add Another](#)

Save



Reset

[Privacy](#) | [Legal](#)

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update  
info

# Update your contact information and click the save button



Welcome,

| Product User

[X Log out](#)

[Home](#) | [Myself](#)

Contact Information ?

Contact Information

Activate Email/Mobile

Contact information has been saved. Activate your email address/mobile phone numbers to ensure that they are in service and can be used to reach you.

Update your contact information to receive communication from your company and/or ADP.

Contact Email: \*

Work



Use for notifications ?

[Add Another](#)

Phone Numbers:

Work



Mobile Numbers:

Personal Cell



I authorize ADP to send my login information to this phone at my request. [Terms and Conditions](#) ?

[Add Another](#)

Save

Reset

[Privacy](#) | [Legal](#)

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The green bar lets you know your information has been successfully saved!





Welcome,

Product User

[X Log out](#)

[Home](#) | [Myself](#)

Contact Information ?

Contact Information

**Activate Email/Mobile**

Activate your email address/mobile phone numbers to ensure that they are in service and can be used to reach you.



**email address**



**mobile number**

[Send Activation Code\(s\)](#)

[Privacy](#) | [Legal](#)

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Check the boxes next to your email address and mobile phone. Click the “Send Activation Code(s)” button



Enter Activation Code

An activation code has been sent to your email address and mobile phone numbers, you selected. If you did not receive your activation code(s), try again later.

**email**      Activation Code:

**mobile phone** Activation Code:

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will become invalid even if it has not arrived.

Didn't receive a code? [View Help](#)



Enter the activation code that was emailed **and** sent via text message and click “submit.”



Welcome,

| Product User

→ [X Log out](#)

Home | Myself

Contact Information



Contact Information

**Activate Email/Mobile**

✓ The communication channel has been activated.

Activate your email address/mobile phone numbers to ensure that they are in service and can be used to reach you.

- 
- 

Send Activation Code(s)

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The green bar confirms when communication has been successfully activated! Log out in the top right corner.

If you need any assistance, please contact the Shared Services Center (SSC) Customer Support at 1-855-214-2644 or by email [helpdesk@ssc.usg.edu](mailto:helpdesk@ssc.usg.edu).

