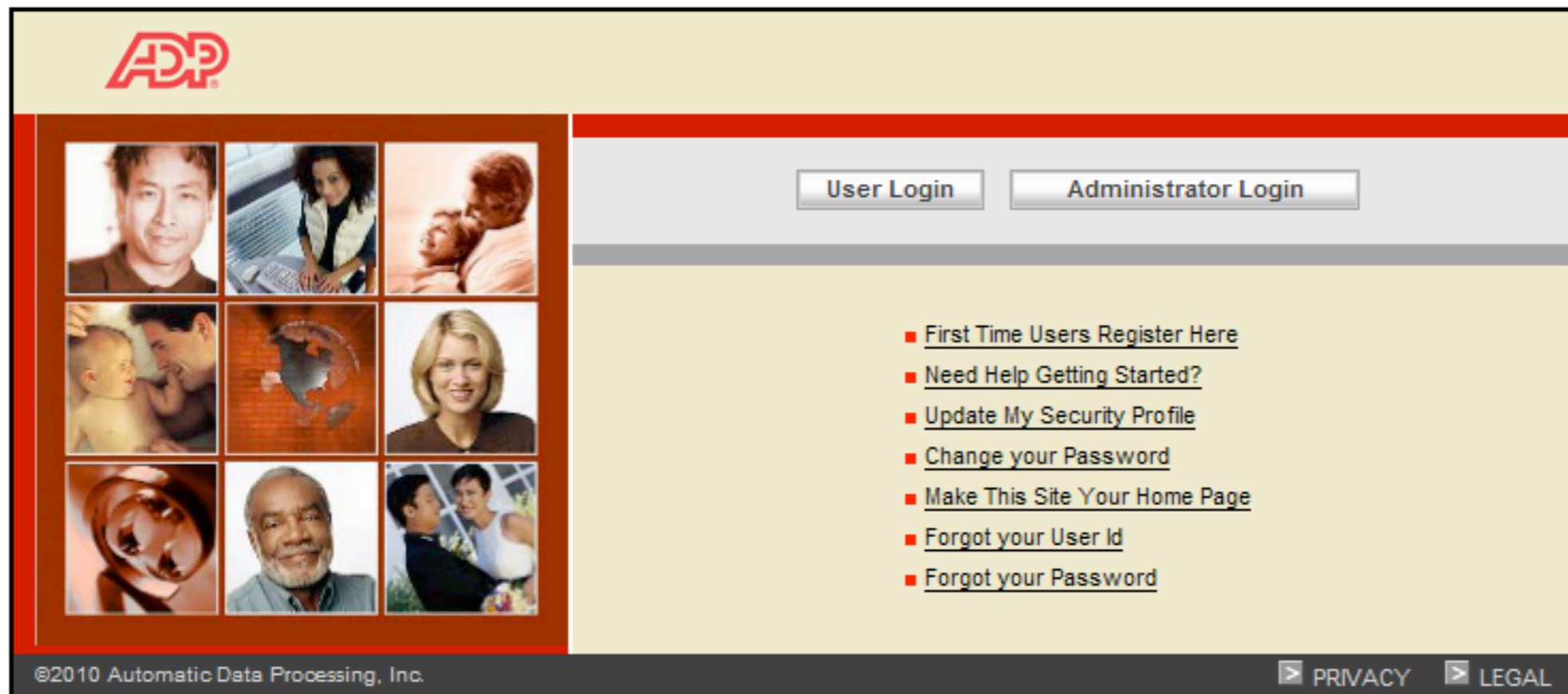


Updating your address in ADP

<https://portal.adp.com>

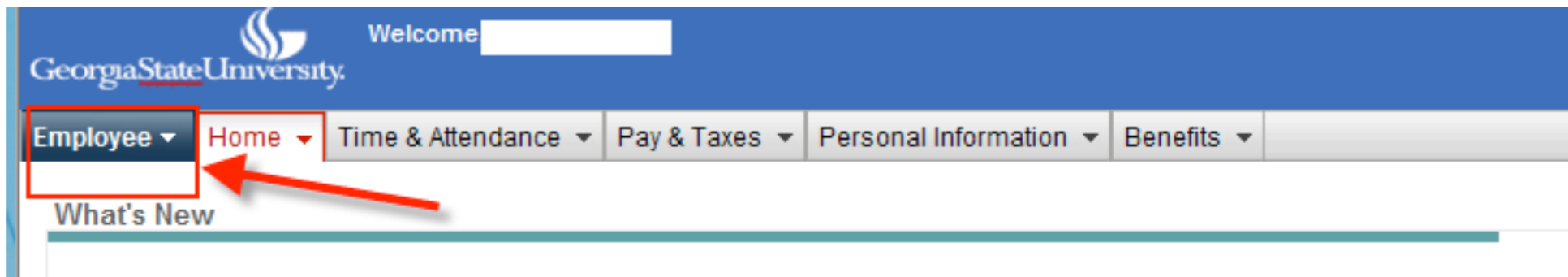


The screenshot shows the ADP portal homepage. At the top left is the ADP logo. Below it is a grid of nine small images depicting various people and scenes. To the right of the grid are two buttons: "User Login" and "Administrator Login". Below these buttons is a list of links with red square bullet points:

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

At the bottom left of the page is the copyright notice: ©2010 Automatic Data Processing, Inc. At the bottom right are two links: "PRIVACY" and "LEGAL".

Click Employee tab



Click Addresses found in the Personal Information tab



Addresses

The following addresses are stored in your personnel records. To change any of the information below, click Edit which will take you to the Update Addresses page.

Notification Address

Notification E-mail Address:

Home Address

Street:

Apt/Suite:

Other:

City/Town:

State/Prov:

Postal/ZIP:

Country:

Primary E-mail Address:

Mailing Address

Street:

Apt/Suite:

Other:

City/Town:

State/Prov:

Postal/ZIP:

Country:

Alternate E-mail Address:

Edit

Click here to make changes to your address information.

Click the edit tab to update your address and email address if necessary

if necessary

Enter your changes and click Save. Note: Changes will take effect immediately.

Notification Address

Notification E-mail Address:

Home Address

Street:

Apt/Suite:

Other:

City/Town:

State/Prov:

Postal/ZIP:

Country:

Primary E-mail Address:

Same as Notification E-mail Address above?

Mailing Address Same as above?

Street:

Apt/Suite:

Other:

City/Town:

State/Prov:

Postal/ZIP:

Country:

Alternate E-mail Address:

Save

Cancel

Reset

Click save when you're done!

