

Objectives:

- How to Reset an Employee's Password – standalone account
- How to Reset an Employee's Password – payroll with time integration
- How to Reset a Contractor's Password
- Confirming Access Granted

Resetting Employee Password – Standalone

1. Navigate to **ezlm.adp.com**, Enter Client Database name, if necessary, Enter User ID and Password to log in.
2. Click **Setup**, choose **Employees**

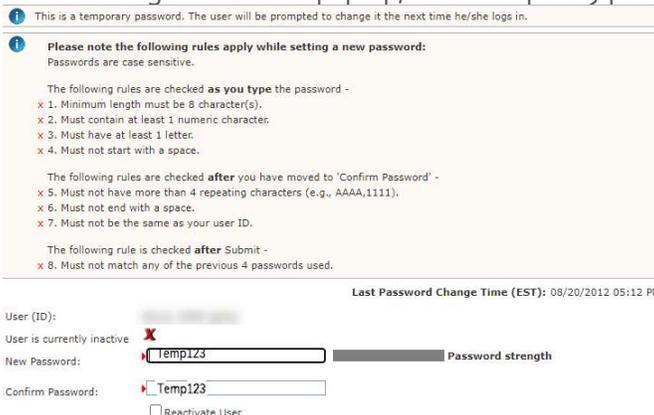


3. On the far right choose **Change Password** from the Actions menu.



The screenshot shows the 'Employees' page with a search filter set to '(08P0 0001)'. Below the filter are input fields for 'First Name' and 'Last Name', and a 'Submit' button. A 'Change Password' button is highlighted in the 'Actions...' menu on the right. The 'Login Status' is set to 'Access Denied'.

4. On the Change Password pop-up, enter temporary password (case sensitive). i.e. Temp123



The screenshot shows the 'Change Password' pop-up with a list of password rules. The 'New Password' field contains 'Temp123'. The 'Confirm Password' field also contains 'Temp123'. The 'Reactivate User' checkbox is unchecked. The 'Last Password Change Time (EST)' is 08/20/2012 05:12 PM.

Please note the following rules apply while setting a new password:
 Passwords are case sensitive.

The following rules are checked **as you type** the password -

- x 1. Minimum length must be 8 character(s).
- x 2. Must contain at least 1 numeric character.
- x 3. Must have at least 1 letter.
- x 4. Must not start with a space.

The following rules are checked **after** you have moved to 'Confirm Password' -

- x 5. Must not have more than 4 repeating characters (e.g., AAAA,1111).
- x 6. Must not end with a space.
- x 7. Must not be the same as your user ID.

The following rule is checked **after** Submit -

- x 8. Must not match any of the previous 4 passwords used.

User (ID): [Redacted]
 User is currently inactive: **X**
 New Password: Password strength: [Progress bar]
 Confirm Password:
 Reactivate User

5. If a red X appears next to User is currently inactive, add a check to Reactivate User.



User (ID): [Redacted]

User is currently inactive [Red X]

New Password: Password strength [Progress bar]

Confirm Password:

Reactivate User

6. Click Save.

Confirming if an Employee has been Granted Access to ezLaborManager

1. Navigate to **ezlm.adp.com**, Enter Client Database name, if necessary, Enter User ID and Password to log in.
2. Click **Setup**, choose **Employees**.



3. Under the Login Status option, choose Access Granted from the drop-down menu.



Employees

Filter: Default Filter (1 of 65) (08P0 0001) Find

First Name:

Last Name:

ADP Generated Identifier: XXX-XX-XXXX [Change...](#)

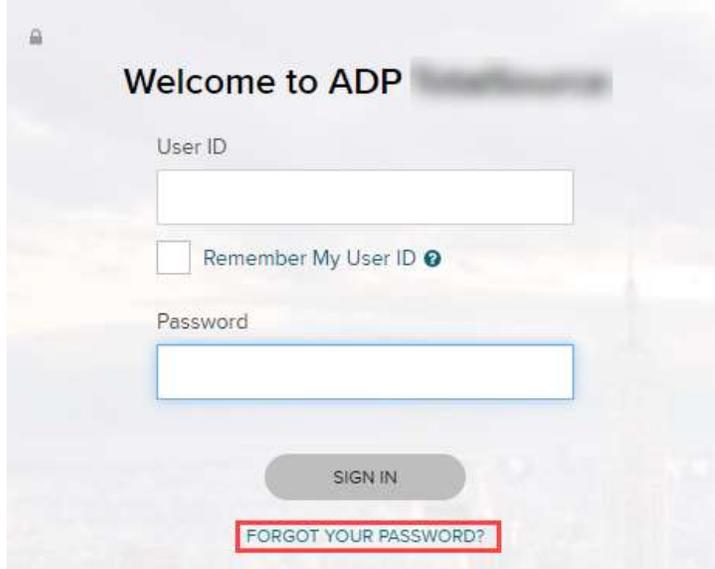
User ID: Login Status:

4. Click Save.

Resetting Employee Password – Payroll with Time Integration

- TotalSource Login Page: mytotalsource.com or call 800-554-1802
- Resource Login Page: myadpresource.com or call 800-416-6131

1. Enter User ID, select **FORGOT YOUR PASSWORD?** Link.



Welcome to ADP [blurred]

User ID

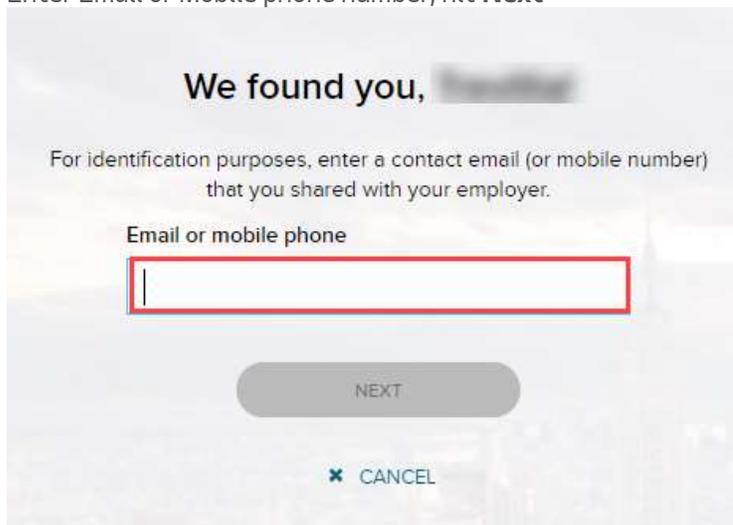
Remember My User ID ⓘ

Password

SIGN IN

FORGOT YOUR PASSWORD?

2. Enter Email or Mobile phone number, hit **Next**



We found you, [blurred]

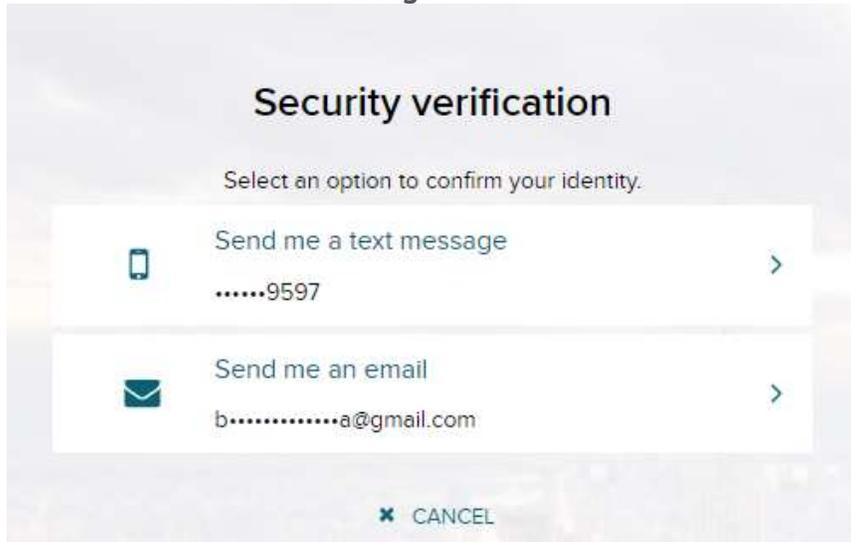
For identification purposes, enter a contact email (or mobile number) that you shared with your employer.

Email or mobile phone

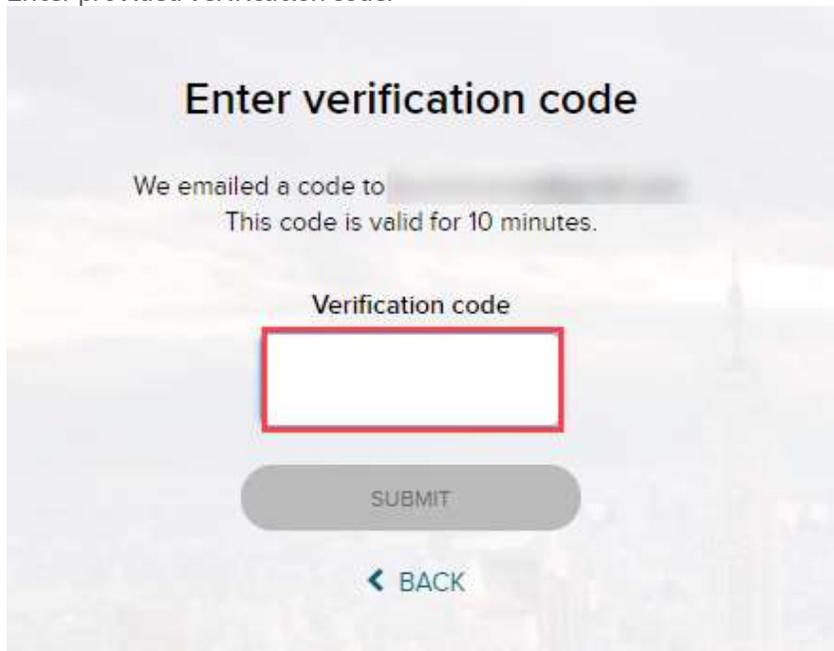
NEXT

✕ CANCEL

3. Choose to **Send me a text message** or **Send me an email**



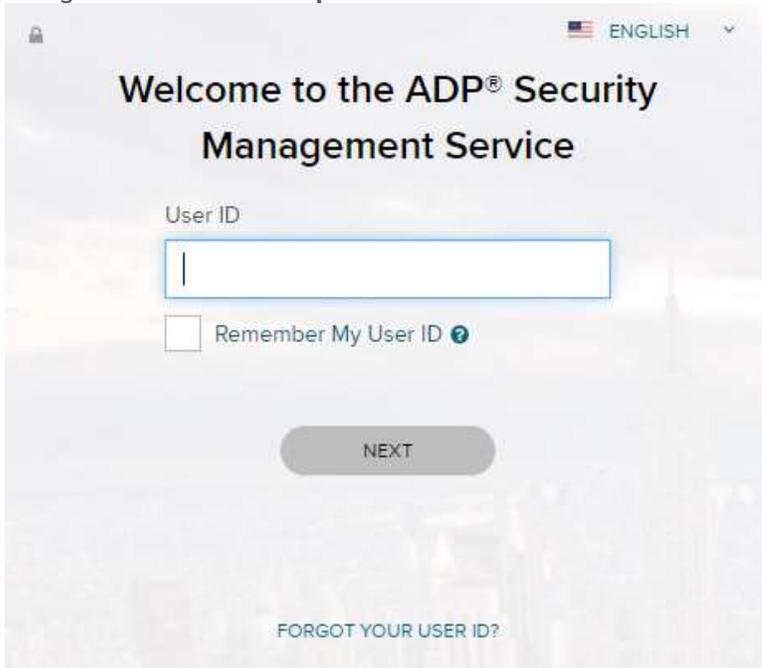
4. Enter provided verification code.



5. Enter new password.

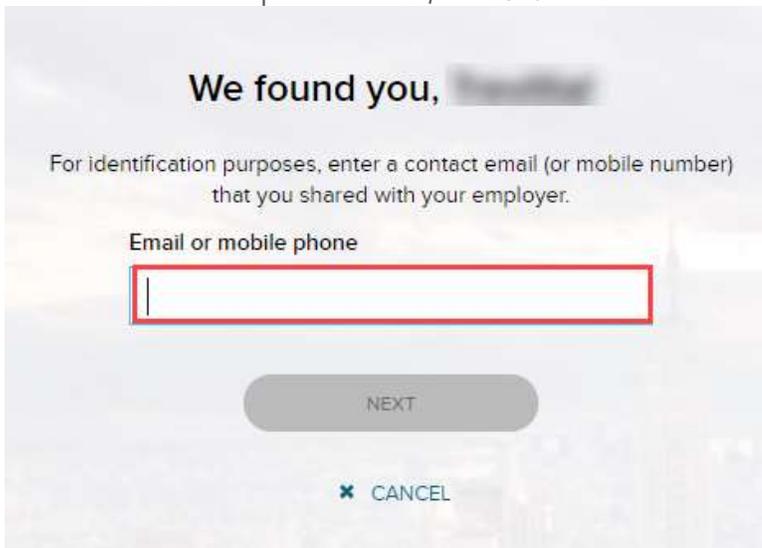
Resetting a Contractor Password – with Enhanced Integration/Single Sign-on

1. Navigate to netsecure.adp.com.



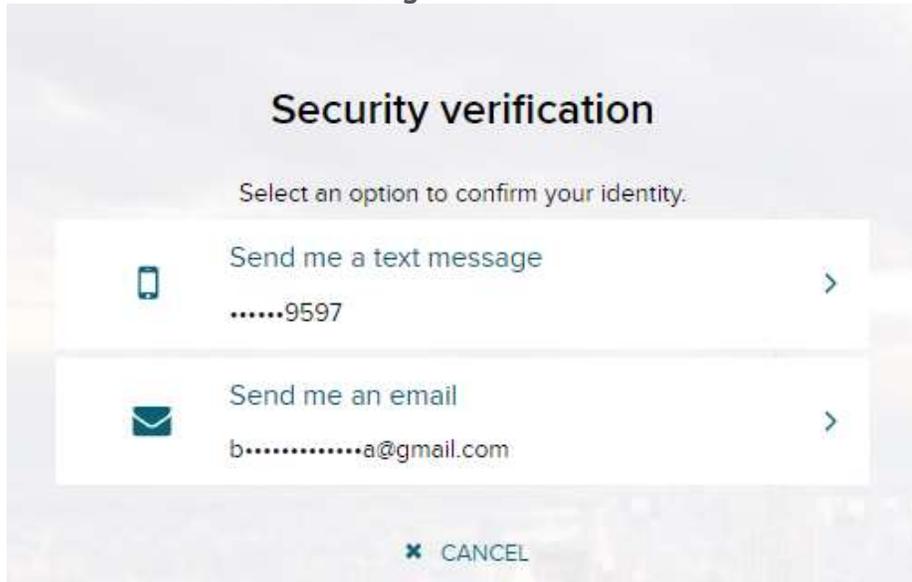
The screenshot shows the login page for the ADP Security Management Service. At the top right, there is a language selector set to "ENGLISH". The main heading reads "Welcome to the ADP® Security Management Service". Below this, there is a "User ID" label and an empty text input field. Underneath the input field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the input field. At the bottom, there is a link that says "FORGOT YOUR USER ID?".

2. Enter Email or Mobile phone number, hit **Next**

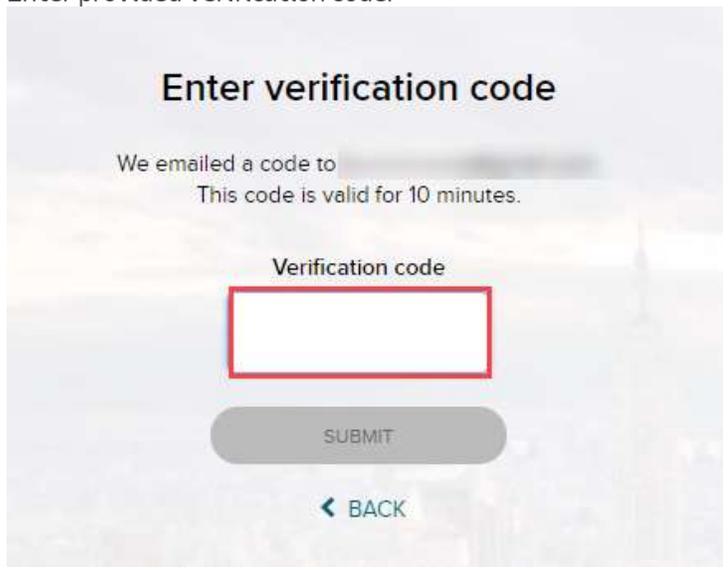


The screenshot shows the identification page. The heading reads "We found you, [redacted]". Below this, there is a prompt: "For identification purposes, enter a contact email (or mobile number) that you shared with your employer." Underneath is a label "Email or mobile phone" and an empty text input field. A "NEXT" button is centered below the input field. At the bottom, there is a "CANCEL" button with a red 'x' icon.

3. Choose to **Send me a text message** or **Send me an email**



4. Enter provided verification code.



5. Enter new password.
6. Employee can then log in through ezlm.adp.com with User ID and Password.