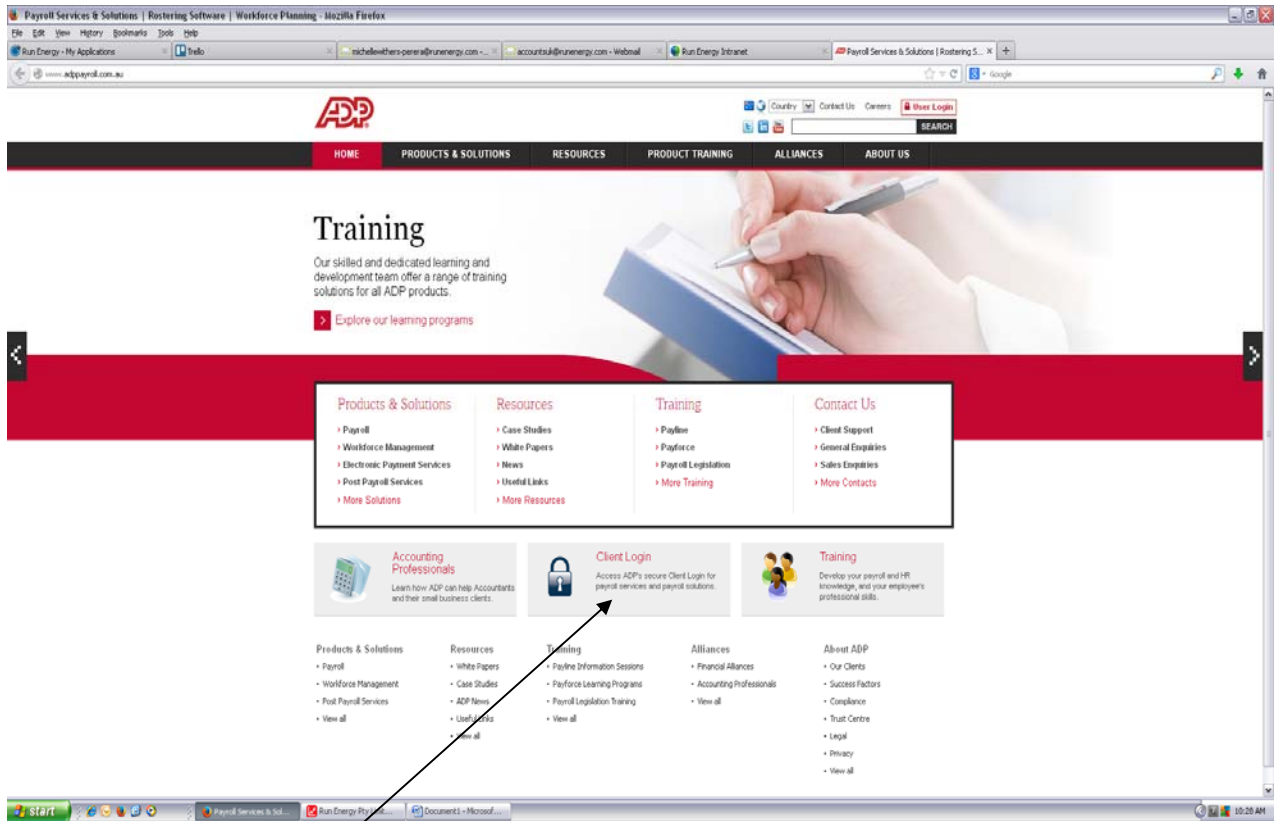
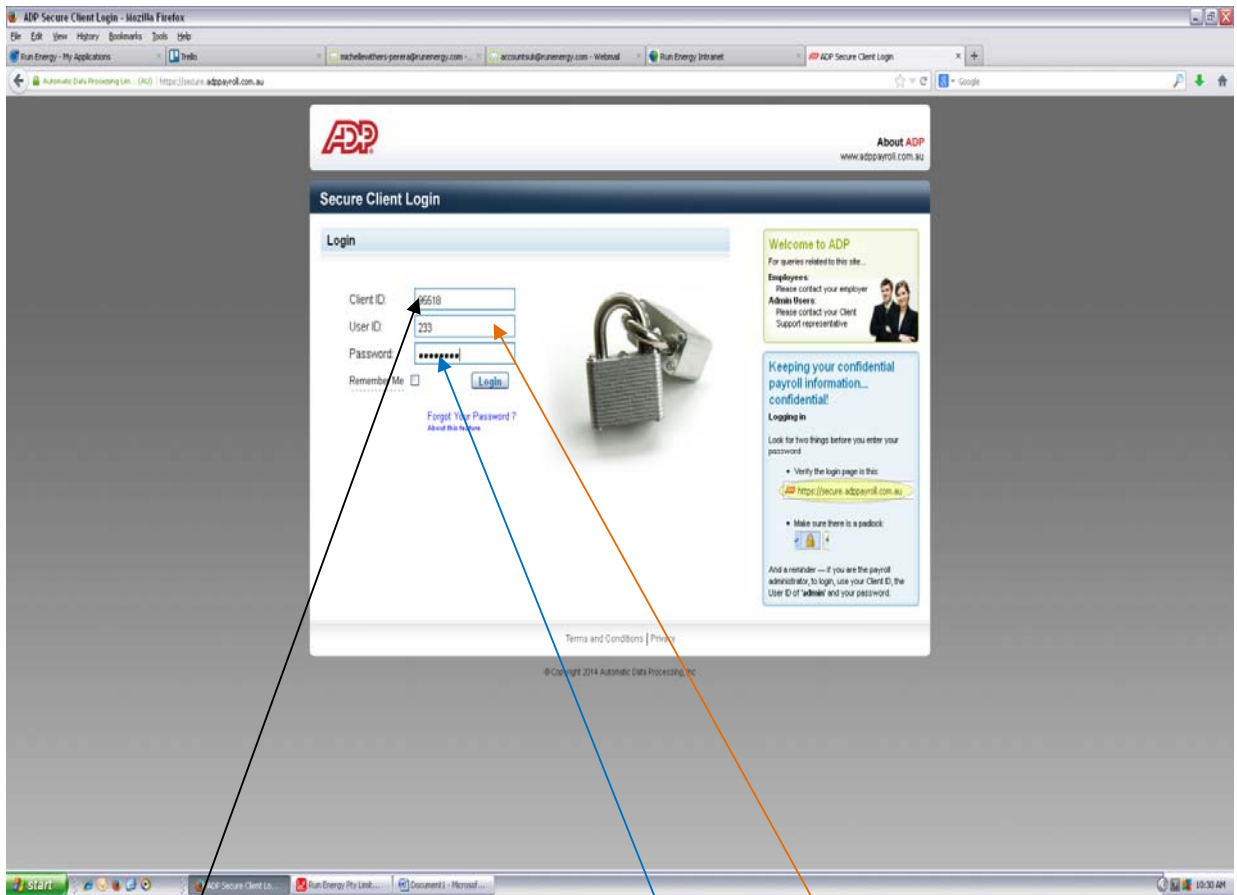


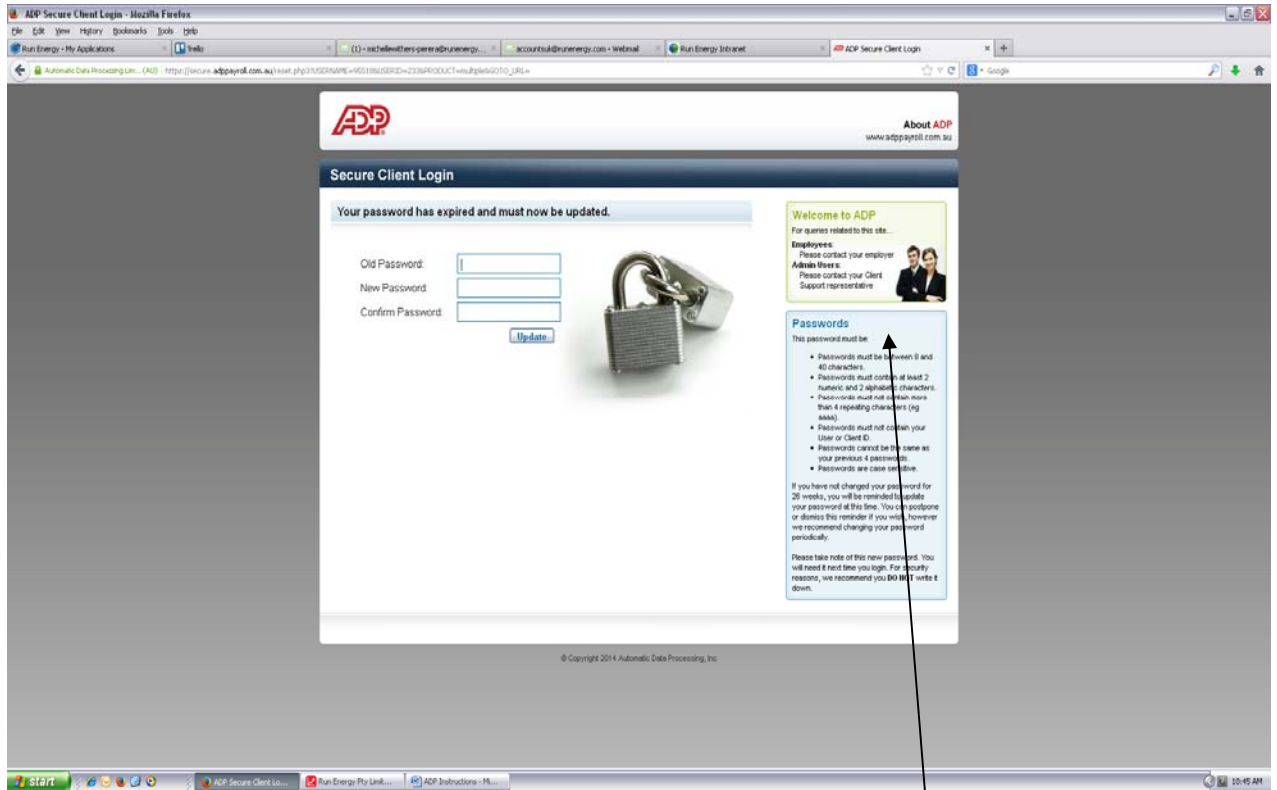
Log into the ADP Website: www.adppayroll.com.au



Click on "Client Login"



- Client ID: 95518 (if you get paid Fortnightly)
95930 (if you get paid Monthly)
- User ID: Open your Identification Envelope
On the right hand side, you will find "Your **User ID** is" and numbers underneath that. Type the numbers in the "User ID" section of the screen
- Password: Also on the right hand side of your Identification Envelope, you will find "Your temporary **password** is" and a combination of letters and numbers underneath that. Type these in the "Password" section of the screen.

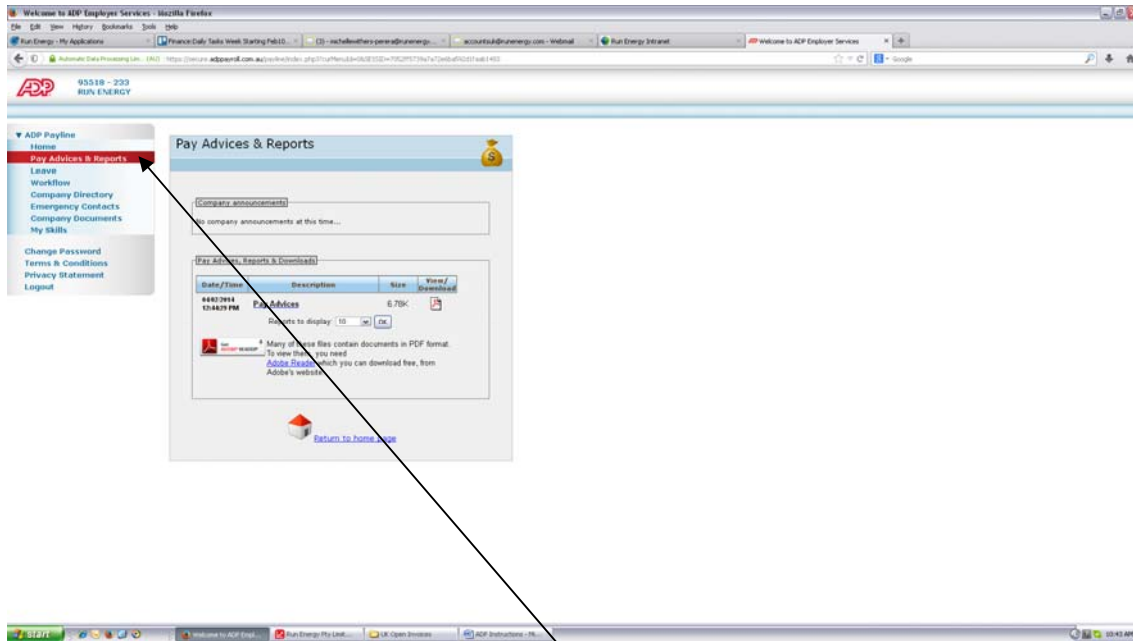


The password given to you on your Identification Envelope is a temporary one. The next screen will ask you to change that to something unique to you. Please note that your new password must be a **minimum of 8 characters and must be a combination of letters and numbers** = eg, ds3ryh1o. Please see the notes on the right hand side of the screen in regards to a creation of a password

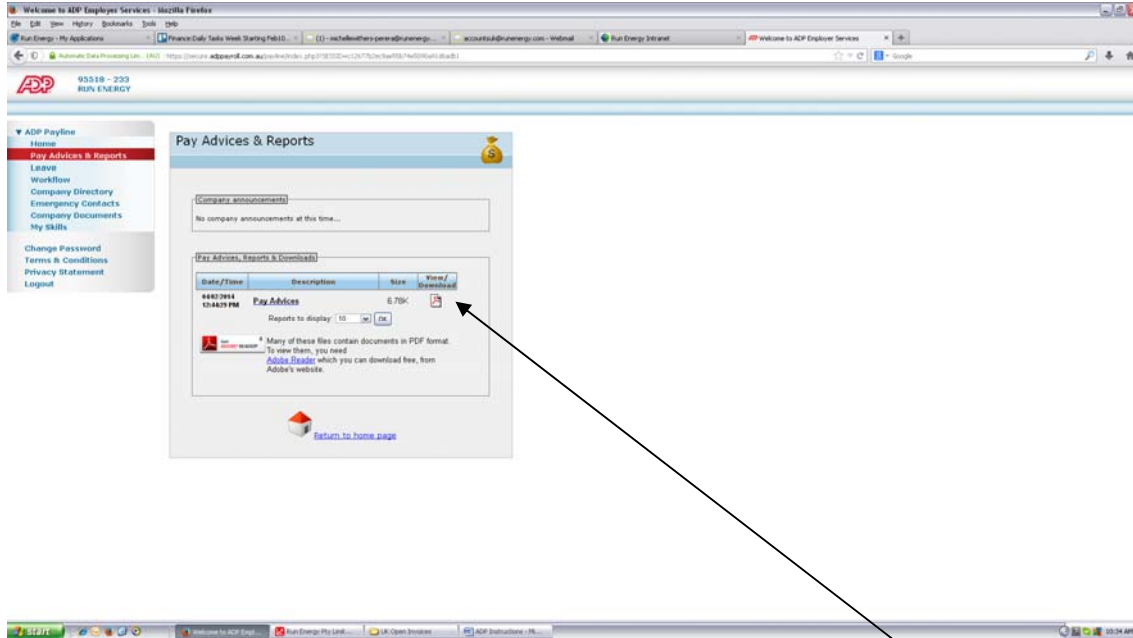
Old Password = as per your Identification Envelope

Once you've changed your password, the screen will come up with some Terms & Conditions of use. Please click "Agree".

To View Your Pay Advice



To view your Pay Advice, click on "Pay Advice & Reports" on the left hand side of the screen



Then click on the icon underneath "View/Download" on the right hand side of the screen

To View Your Annual Leave Balance

The screenshot displays the ADP Employee Services portal. On the left, a navigation menu includes 'ADP Payline', 'Home', 'Pay Advisors & Reports', 'Leave', 'Workflow', 'Company Directory', 'Emergency Contacts', 'Company Documents', 'My Skills', 'Change Password', 'Terms & Conditions', 'Privacy Statement', and 'Logout'. The 'Leave' option is highlighted. The main content area is titled 'Leave' and contains two sections: 'Project leave to a date' and 'Project leave in hours worked'. Both sections have a 'Project' button. Below these sections are two tables showing leave balances.

Leave Type	Available Balance	History	Apply
Long Service Leave	N/A	0	N/A

Leave Type	Available Balance	History	Apply
Annual Leave	2,000 hours	0	N/A
In Lieu Take	N/A	0	N/A
Personal Leave	16.82 hours entitlement	0	N/A

To view your Annual Leave balance, click on “Leave” on the left hand side of the screen. Then, please note “Leave Type” and “Available Balance” towards bottom of the page.

To Change Your Password

Welcome to ADP Employee Services - Mozilla Firefox

ADP 95518 - 239 RUN ENERGY

ADP Payline
Home
Pay Advisers & Reports
Leave
Workflow
Company Directory
Emergency Contacts
Company Documents
My Skills
Change Password
Terms & Conditions
Privacy Statement
Logout

User Security Settings

User Details

Employee ID: 033
Employee Name: Kim CRAIG

Password Secret Questions Email

Current passwords must conform to the following:
Passwords must be between 8 and 40 characters.
Passwords must contain at least 2 numbers and 2 alphabetic characters.
Passwords must not contain more than 4 repeating characters (eg kkkk).
Passwords must not contain email User or Client ID.
Passwords cannot be the same as your previous 4 passwords.
Passwords are sensitive.

Please enter your old password.

Old Password:
New Password: Enter your password
Confirm Password:

Reset Password

You can change your password at any time by clicking on the “Change Password” on the left hand side of the screen.

When finished entering, click on the “Reset Password” button on the bottom right hand side of the screen.

To Log Out

The screenshot displays the ADP Employee Services (ESS) portal. On the left-hand side, there is a navigation menu with the following items: Home, Pay Advances & Reports, Leave, Workflow, Company Directory, Emergency Contacts, Company Documents, My Skills, Change Password, Terms & Conditions, Privacy Statement, and Logout. An arrow points to the 'Logout' link. The main content area is titled 'Welcome to ESS' and includes sections for 'No Company Announcements found', 'Previously submitted' (with 'No Previously submitted Workflows found'), and 'Your leave balance'. The leave balance table is as follows:

Leave Type	Available Balance	Apply
Annual Leave	72.87 hours	N/A
In Lieu Take	N/A	N/A
Long Service Leave	N/A	N/A
Personal Leave	16.82 hours entitlement	N/A

When you are finished, please click the “Logout” on the left hand side of the screen.