

Bookmarking and Accessing the ezLaborManager Site

- 1.) Open Internet Explorer (should be version 6.0 or higher. These instructions will not work with Mozilla Firefox, AOL, Netscape or any other internet browser. ADP does not support any other browser other than Internet Explorer.)
- 2.) Clear the address bar at the top of the page and enter in: <http://ezlm.adp.com> and Press enter on your keyboard or the Go button on the right of the address bar. (Please do not use www. In front of the address as it will not bring you to the correct page. The address should be entered exactly as it appears above.)
- 3.) The web page this brings you to will have a Bookmark EZLM button in the center of the screen. Select this button. This will prompt Internet explorer to automatically add the ADP ezLaborManager website to your favorites list. Select OK.
- 3a.)** If you would like an Icon on your desktop to access the ezLaborManager website directly open your favorites list and right click on the ADP ezLaborManager Bookmark just created and this will give you the option to send this to your desktop to create a shortcut.
- 4.) Open your favorites list and Select the new bookmark just created called ADP ezLaborManager.
- 5.) The first time you reach the ezLaborManager website you will be prompted for a Client Name or ID. You will be issued this name by your Implementation Specialist. Once the ID is entered and you select submit, this information will be saved and you will not be prompted for it again unless you clear your internet cookie files.
- 6.) You will now be at the login screen for the ezLaborManager website. If this is your first time logging into the site your User ID will be your fist initial and last name, all one word, all lowercase. (For example John Smith's user ID would be jsmith.) Your password will be the same as your user ID for the very first log on. Once you Select login you will be prompted to change your password immediately. Your user name will not change. This will always be first initial and last name. Please make a note of this in a safe place.
- 7.) For the old password again you will enter fist initial and last name. The new password must be at least six characters long and is case sensitive. You will also need to retype your password to confirm that no typing errors were made. Once you Select submit whatever password you have chosen will be your login password from now on. Please make a note of it in a safe place.