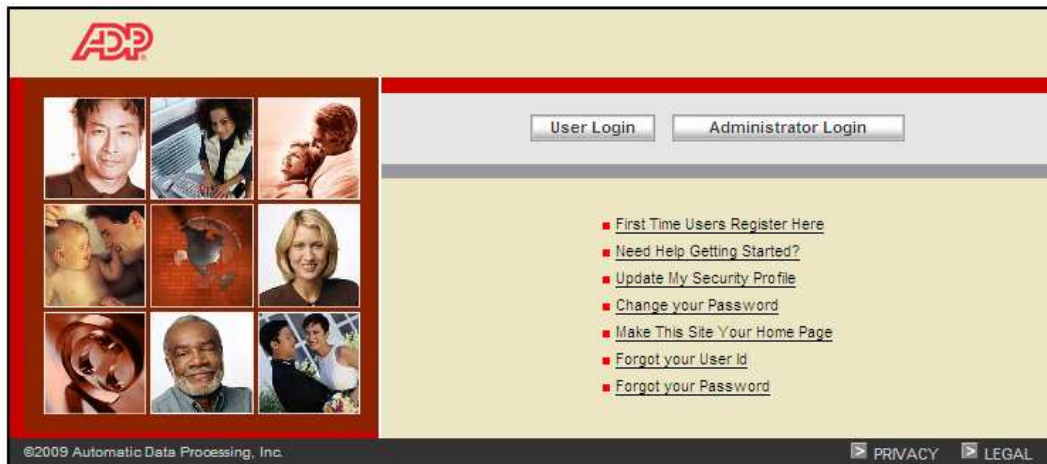


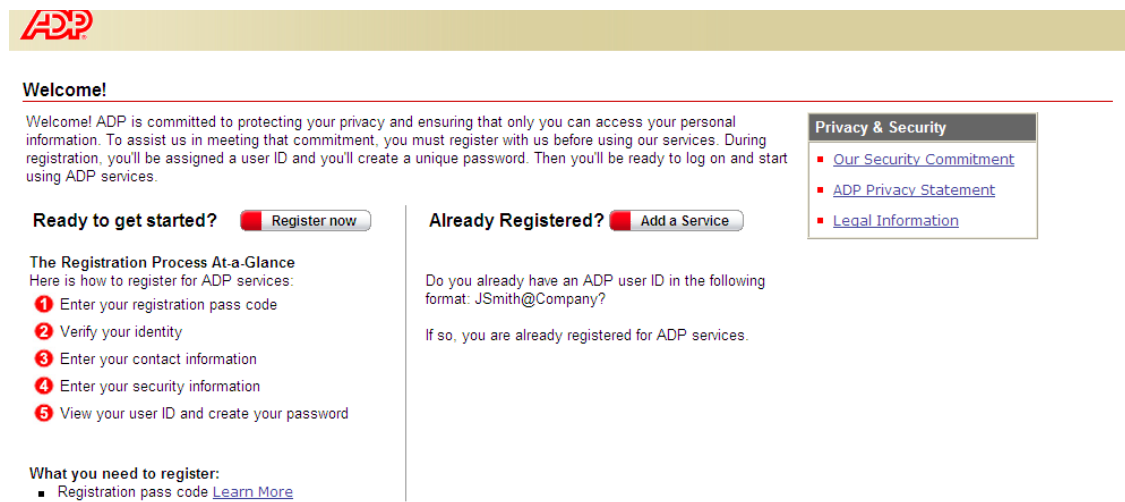
To access the Sandri Portal website, follow the steps below:

1. Type <http://portal.adp.com> into your internet address bar. The following page should appear.



This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

2. Click on “First Time Users Register Here”
3. Click on “Register now”



4. Answer the questions in the next 6 steps. The Registration Pass Code is **Sandri-ADP**. The questions will ask for your first and last name, social security number, date of birth, contact information, city/town of birth, and 2 security questions with answers. The system will automatically generate a User ID, and you will need to choose a password.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.

▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

4. After completing the above process, you should see the screen below. Click on the “Log On” button to enter the portal.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

ADP Portal

5. You'll then be returned to the original portal login screen. Click “User Login”



This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

6. When the login box appears (see below), type in your username and password. Then click “OK”.

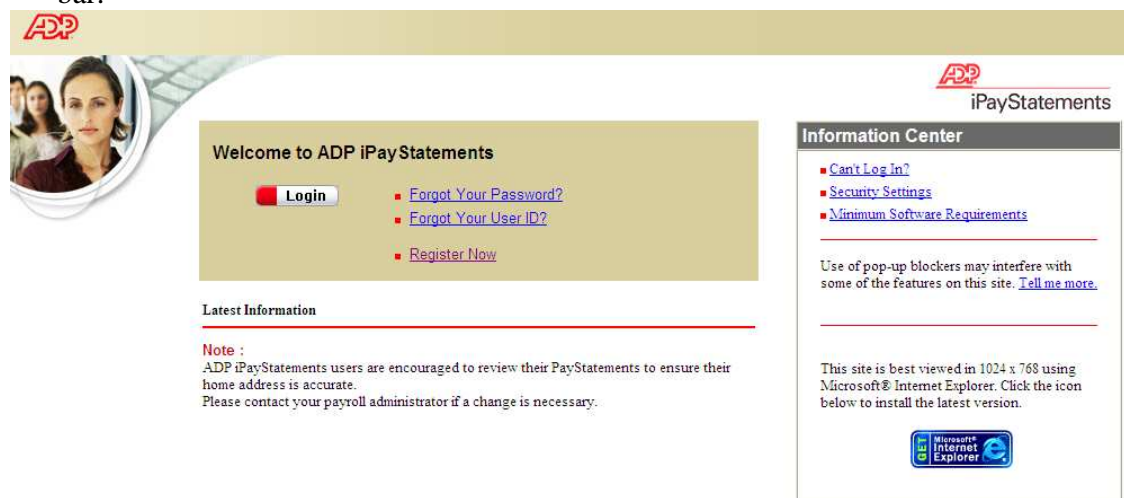


After completing all of these steps you should not be in the portal.

There are 3 tabs on the website: Home, Resources and Money. The Home tab contains information about certain events, news and features that are happening in the companies. The Resources tab focuses mainly on benefits information and other forms that are currently requested. The Money tab shows your payroll summary information and W-2.

On the Money tab, you can choose to elect to have your paycheck only appear online by clicking the “Go Paperless” link. If you have direct deposit of your paycheck, and do not need a paper version, you can elect to only see your paycheck online. By clicking on the pay date of the paycheck that you wish to view, you are able to print or save that paycheck should you need it for further reference. Please also visit ipay.adp.com (using the same username and password as the portal) for more paycheck related information at your fingertips.

1. To access ipay statements, type <https://ipay.adp.com> into your internet address bar.



2. Click on “Login”



3. Use the same username and password that you have for the portal.

Your paycheck information will show in summary format as soon as you login.

If you have questions or issues about these instructions, contact Nicolle Cestero.

Email: ncestero@sandri.com

Phone: 413.223.1127