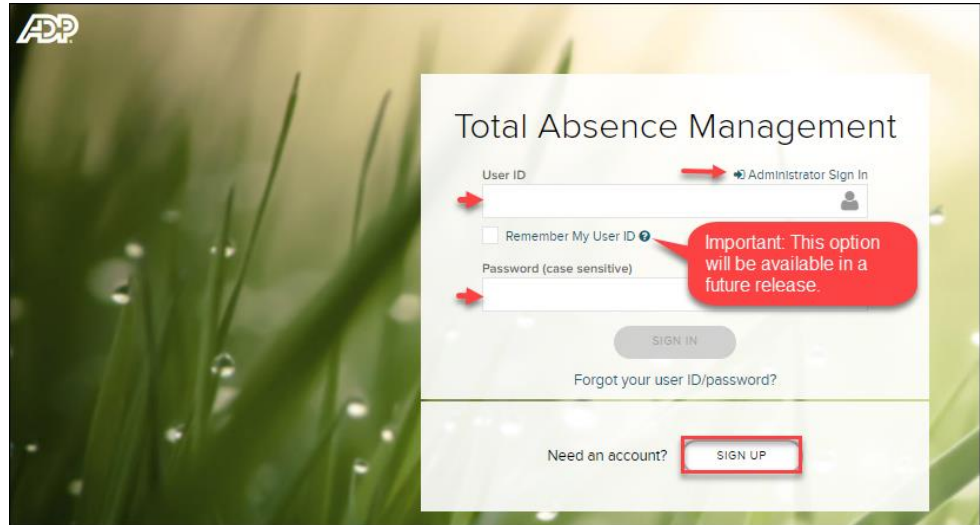


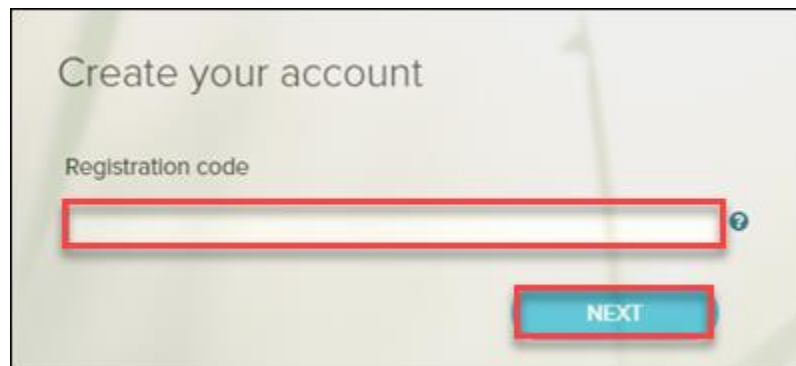
Registering and Accessing Total Absence Management

Complete the following to register and access Total Absence Management Manager Self Service.

1. Enter <https://absence.adp.com/absence/> in your browser.



2. You can login as an individual user via “**User ID**” and “**Password**” or Administrator “**Administrator Sign In**” link. **Important:** First time users will need to complete the following steps.
3. Select “**SIGN UP**” button



4. Enter your company’s “**Registration code**”. **Code:** ESX1-adp
5. Select “**Next**” button.
6. Select “**YES**” for “**Do you want to set up an account with “Client Name?”**”.

The screenshot shows a web form titled "Identify yourself" with the ADP logo in the top left. The form contains the following fields and controls:

- Two text input fields for "First name*" and "Last name*", both highlighted with a red rectangular box.
- A text input field for "Employee ID*" with a red arrow pointing to it.
- A date selection section for "Birth month, day, and year*" with dropdown menus for "Month", "Day", and "Year", each with a red arrow pointing to it.
- A "CONFIRM" button in the bottom right corner, highlighted with a red rectangular box.

7. Enter your **“First Name”** and **“Last Name”**
8. Enter **“Employee ID”** and **“Month/Day/Year”**.
9. Select **“Confirm”** button.

Example:

The screenshot shows a confirmation screen with a light blue header bar containing the text "Hello, HARRY CANNON". Below the header, the text reads: "If this is you, select Register Now. If this is not you, select Cancel and check your entries." and "Need help? Contact your organization's administrator for assistance." At the bottom, there are two buttons: a "CANCEL" button on the left and a "REGISTER NOW" button on the right, which is highlighted with a red rectangular box.

10. Select **“Register Now”** button.

ADP

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*

sample@adp.com Business Personal

Mobile phone number

Country code Business Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*

HCANNON@TAM.DEMO17C

Password (must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.)

Show password

Confirm password (must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.)

Show password

Select security questions and answers

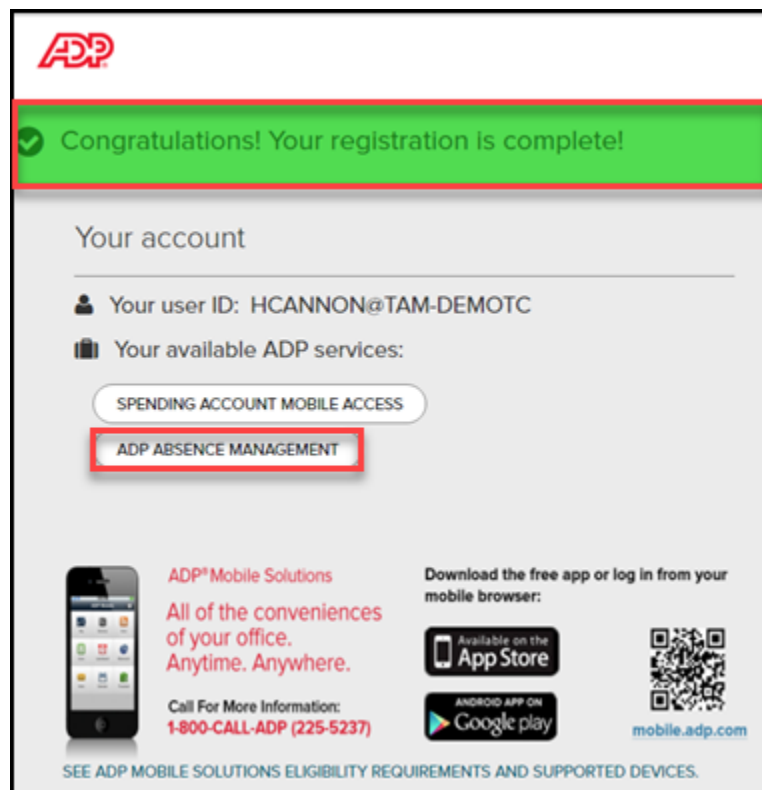
11. Enter the following information. **Note:** The assigned “User ID” will auto populate.

- Email Address
- Mobile Phone Number (not required)
- Password
- Confirm Password

12. Select “Select security questions and answers” from the available options. **Note:** It is best to choose questions and answers that are easy to remember.

[REGISTER NOW](#)

13. Select “**Register Now**” at the bottom of page.



14. “**Congratulations! Your registration is complete!**” confirmation message will populate.
15. Once registered, you can select “**ADP Absence Management**” button to access the Total Absence Management login page.
16. Select “**Forgot User ID/Password?**” link if you have forgotten your user name or password.