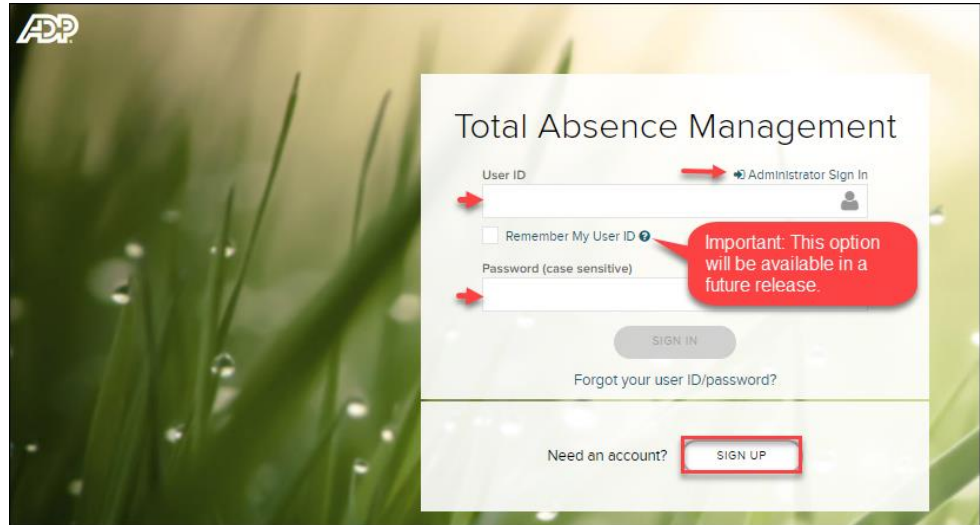# Registering and Accessing Total Absence Management

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
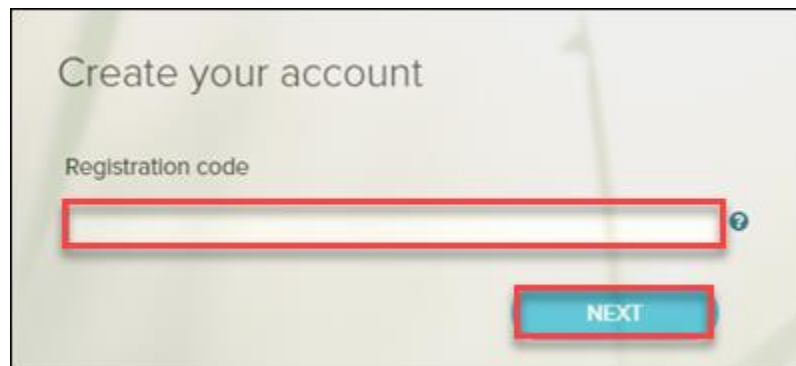
4. Enter your company's "**Registration code**". <u>**Code:**</u> ESX1-adp

5. Select "**Next**" button.

6. Select "**YES**" for "**Do you want to set up an account with "Client Name?**".

7. Enter your "**First Name**" and "**Last Name**"

8. Enter "**Employee ID**" and "**Month/Day/Year**".

9. Select "**Confirm**" button.

   Example:

> **Hello, HARRY CANNON**
>
> If this is you, select Register Now. If this is not you, select Cancel and check your entries.
>
> Need help? Contact your organization's administrator for assistance.
>
> CANCEL   REGISTER NOW

10. Select "**Register Now**" button.

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.

13. Select "**Register Now**" at the bottom of page.
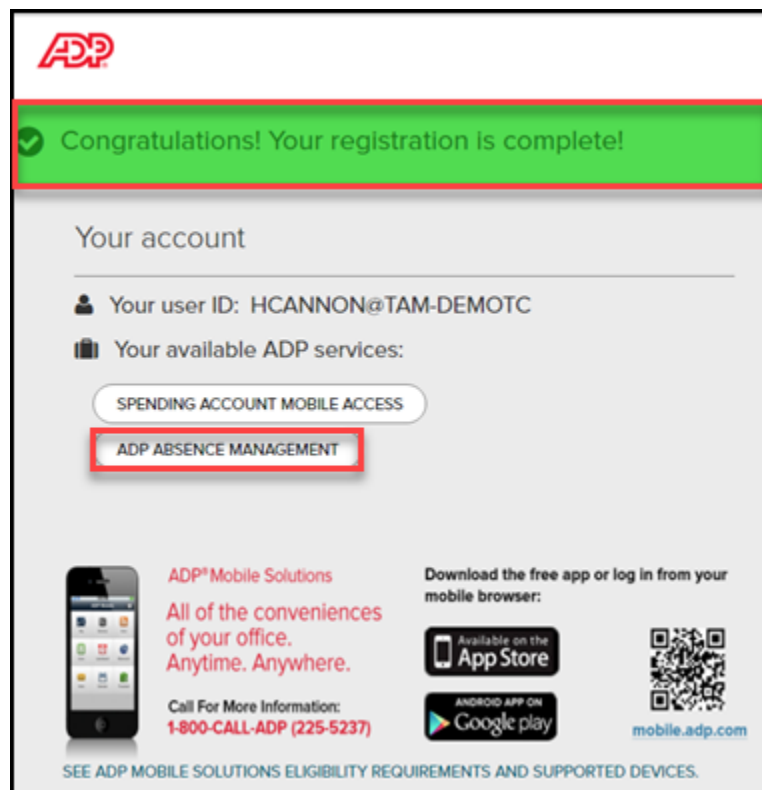
14. **"Congratulations! Your registration is complete!"** confirmation message will populate.

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.