



The ADP self-service website allows employees to view and manage their own payroll information, such as:

- Direct deposit
- Taxes
- Address
- Paychecks
- W-2

Changes must be made by the pay period end date to ensure they take place for that corresponding paycheck.

Please follow the step-by-step instructions to register in the ADP self-service portal.

Registration

- Website: <https://portal.adp.com>
- Click on the “First Time Users Register Here” link
- Enter your Portal Registration Pass Code: omnicom-group
- Follow prompts to add your proof of identity (name and Social Security number), contact information, and security questions. You will be assigned a User ID and prompted to create a unique password.
- An activation code will be sent to your e-mail address and/or to your mobile phone. You will need to enter this code to complete the registration process.
- The registration process is now complete! You are ready to log on and start using the site.

Log-in (Note: this is also the process you will follow going forward)

- Website: <https://portal.adp.com>
- Click on the “User Login” link
- Enter your User ID and Password
- Your Home Page appears

If you have any questions, please contact fieldselfservice@gmrmarketing.com and a member of the HR team will be able to assist you.