Your ADP® Consultant just sent you a secure email. We're all about keeping your information safe.

Let's get started in 4 easy steps!
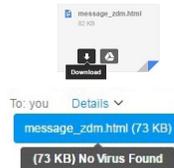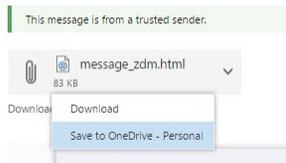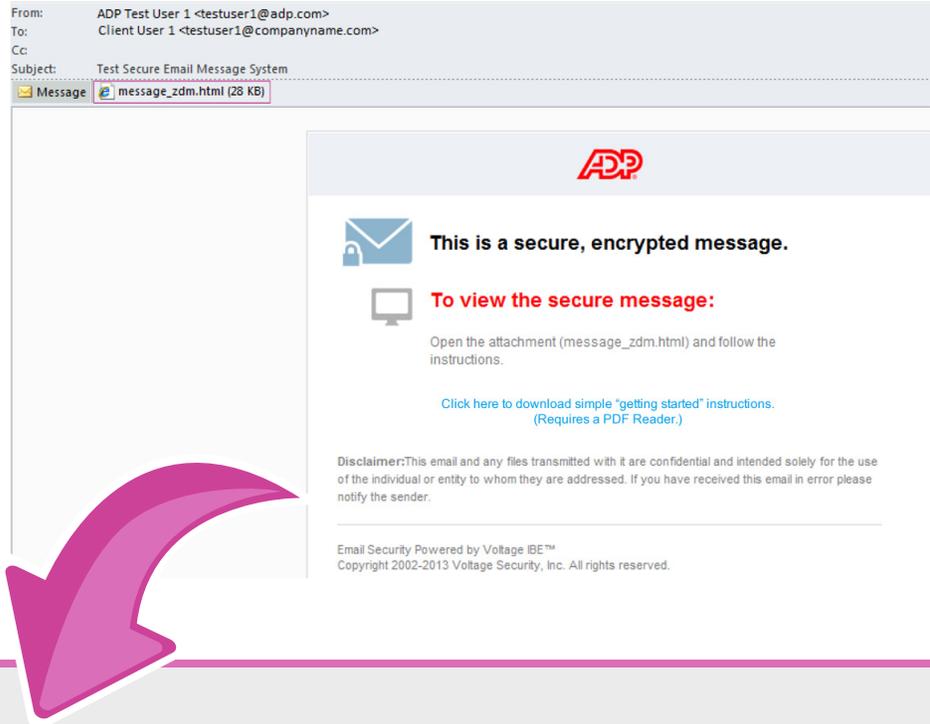
STEP # 1

This is what the email will look like when you open it.

Double click the attachment to download the html link.
This should open up a new Internet browser window.

The email and attachment may look like one of these examples, depending on the email you use.
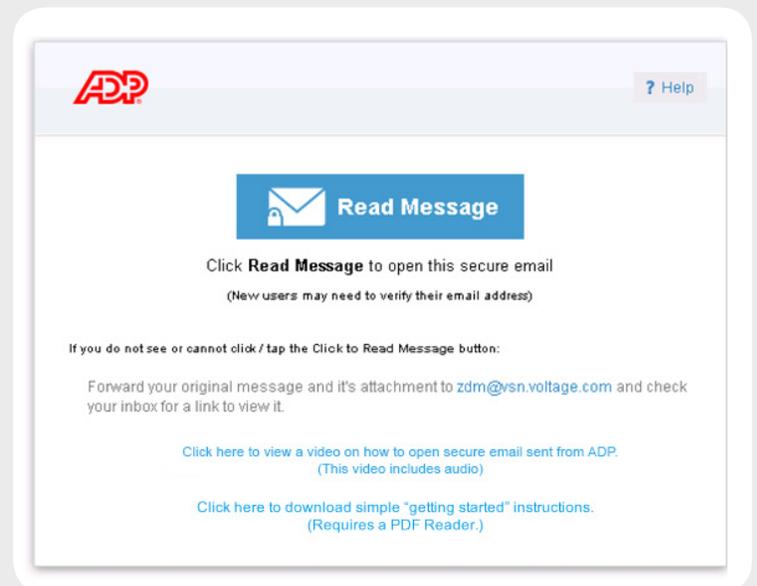
Download and open the attachment. This should open up a new Internet browser window.

STEP # 2

So far, so good?

Once the new browser window opens, you'll see this screen that says "Read Message."
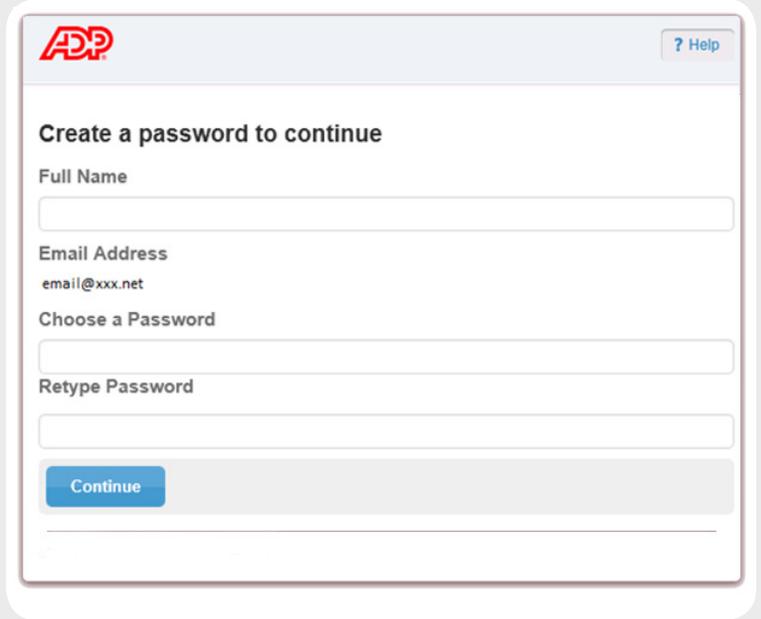Go ahead and click that.

STEP # 3

Remember we said we're all about keeping your info safe? Please take a moment to create an account.

A few things to know:

- Once you create this account, you can use it to access all future secure emails we send to this email address.

- If you are a RUN Powered by ADP® online user, please note these login credentials are separate from your RUN login credentials.

- Once you've finished on this screen, click "Continue."

ADP ? Help

Create a password to continue

Full Name

Email Address
email@xxx.net

Choose a Password

Retype Password

Continue

STEP # 4

Voila!

There is your encrypted message and any attachments, nice and secure.

Note: Once you have successfully registered, you will be able to open new secure messages with the password you created in Step 3.

ADP ← Sign Out ? Help

From: testuser@adp.com 🖨 Print
🔒 Authenticated by adp.com   ✅ Valid Signature (Help)

To: testclient@gmail.com

Sent: Wed Apr 17, 2013 5:49 PM

Subject: This is a test secure message

Test

This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately by return email and delete the message and any attachments from your system.

Reply Reply to All Forward

ADP
re human resource.™