

## ezLaborManager®

### **Employee's First Time entering ezLabor Manager**

This document will help you with your first time logging into ezLabor Manager. There are two steps this document will walk you through and they are as follows:

- How to Log into ezLabor Manager and make a favorite for the ezLabor Manager Web site.
- How to change your password.

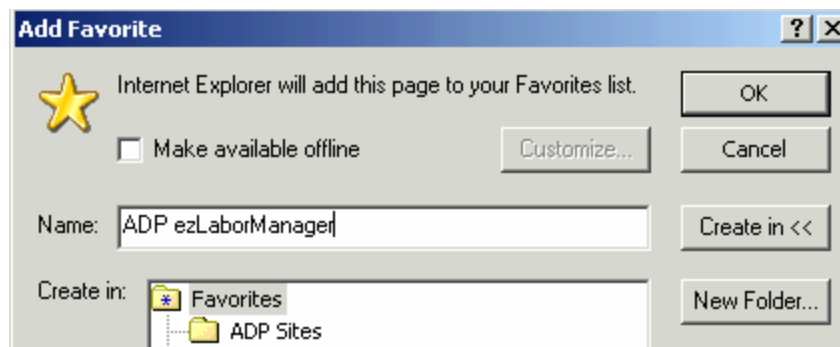
The only step that you will have to repeat every 60 days is the changing of the password.

## Creating a shortcut and logging into the ezLabor Manager system

- From your Microsoft Windows desktop, launch Microsoft Internet Explorer and connect to the Internet.
- In the Address field, type <http://ezlm.adp.com>



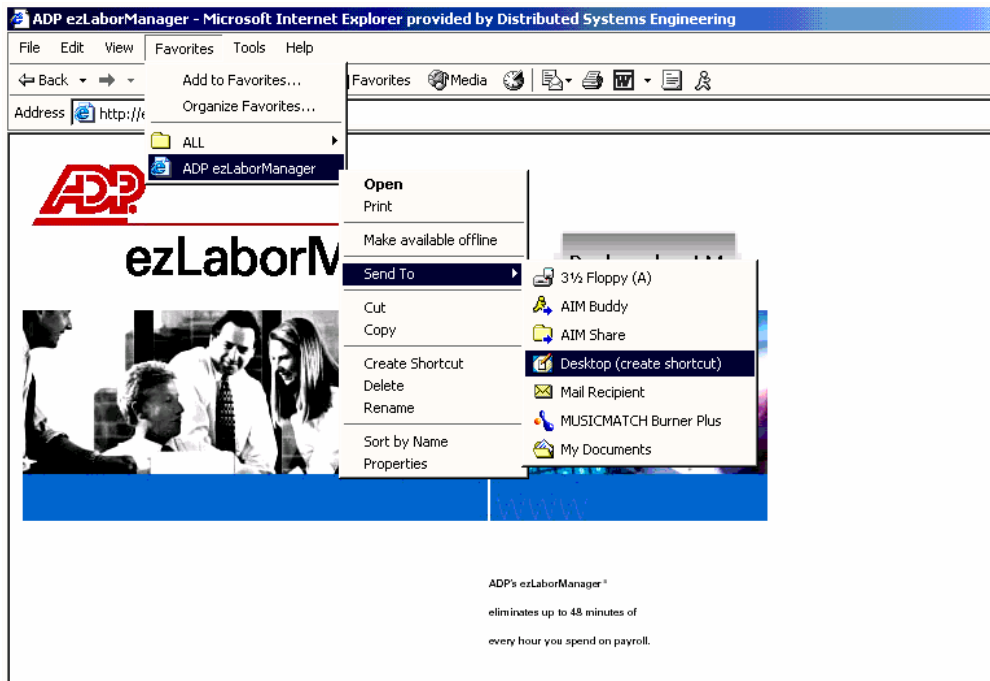
- In the upper-right corner, click the Bookmark ezLM link.
- The following Add Favorites window appears:



- Click **OK** and the ADP ezLaborManager link is added to the list of favorites.

## Creating a shortcut and logging into the ezLabor Manager system (continued)

- On the Internet Explorer menu bar select **Favorites** and Right Click on **ADP ezLaborManager > Select Send To> Desktop**. (If you do not have the option for SEND TO >DESKTOP then select COPY and go back to your Windows desktop and on any empty space Right click and PASTE).



- Click on the Workforce Portal Login Icon now created on your desktop
- Enter the Company Name as provided by your ezLabor Manager Implementation Specialist in the Client Name or ID field. The Company Name is case sensitive.

A screenshot of the ADP ezLaborManager login page. The page has a gold header with the ADP logo on the left and right. Below the header, there is a language selection dropdown menu highlighted with a red box. The dropdown menu shows three options: "English (United States)", "English (Canada)", and "français (Canada)". To the right of the language menu, there is a text input field labeled "Client Name or ID" and a red "Submit" button. The ADP ezLaborManager logo is also visible in the bottom right corner.

- Click on the Submit button when Company Name or ID has been entered

## Creating a shortcut and logging into the ezLabor Manager system (continued)

- Key in your User Name – first initial of first name with last name all in lower case. Your password is the same. For example, Anthony Albright is aalbright for the User Name and the Password. Asterisks display on screen to hide the actual password from public view.

The screenshot shows the ADPMASEMA login interface. At the top left is the ADP logo and the text 'ADPMASEMA'. At the top right is the ADP logo and 'ezLaborManager'. Below the header, there are two tabs: 'Login' and 'Messages'. Under the 'Login' tab, there is a 'Language' dropdown menu with options: 'English (United States)', 'English (Canada)', and 'français (Canada)'. To the right of the language menu is the 'Client Name or ID' field, which contains 'ADPMASEMA' and a 'Change Client' link. Below this are fields for 'User ID', 'Password', and a 'Login' button. Under the 'Messages' tab, there is a message box that says 'No messages'.

- You will be prompted to change your password at this time.
- Key in your original password. (for example aalbright)
- Press the tab key and key in your new password. Press tab to the Confirm Password field and key your new password again. Select Submit when fields are completed. Note: The password must be a minimum of six characters and a maximum of 30 characters.

The screenshot shows a 'Reset Password' dialog box. At the top, there is a yellow message box with a checkmark icon and the text: 'Your password has been reset. Please enter a new password below.' Below this, there are three input fields: 'Enter Old Password:', 'Enter New Password:', and 'Confirm Password:'. Each field has a red arrow icon to its left. At the bottom of the dialog box, there are three buttons: 'Submit', 'Reset', and 'Cancel'.