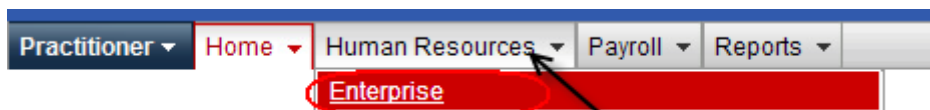


Accessing ePAF Using a Digital Certificate

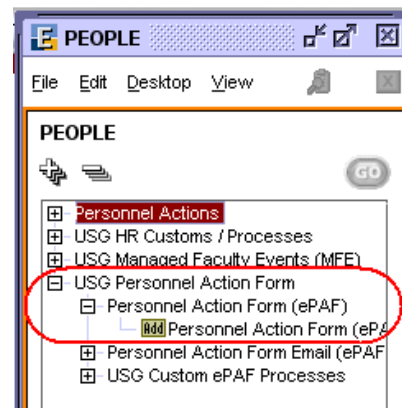
1. Open the Internet and in the web browser type: www.portal.adp.com
2. Select **Administrator Login**



3. A window will appear that says “**Choose a Digital Certificate**”. Select **OK**
4. Enter your **User Name** and **Password**
5. From the top of the screen use your mouse to hover over the word **Human Resources**. A drop down will appear with the word Enterprise. Select **Enterprise** (This is the ADP payroll system).

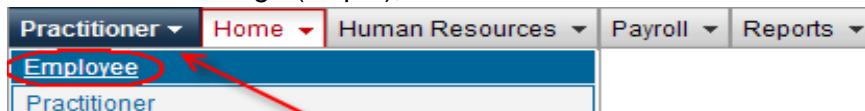


6. If a JAVA window appears, select the RUN option.
Note: Once the Enterprise system loads, If the **PEOPLE** page (shown on the right) does not appear, close the current page and select **PEOPLE**.
7. Select **USG Personnel Action Form > Personnel Action Form (ePAF)**
 - a. For creating a new PAF select **Add** and then select **OK**.
 1. Important: Leave the Personal Action ID blank
 - b. To find an existing ePAF, double click on **Personnel Action Form**



To Find eTime

1. From the Home Page (step 5), hover over the **Practitioner Tab** and then select **Employee**



2. New tabs will appear. Hover over **Time and Attendance** and select **Welcome** from the drop down.

