How to Update Your Personal Contact Information in the ADP Portal

Job Tools

Issue Date 08/20/2012

OVERVIEW

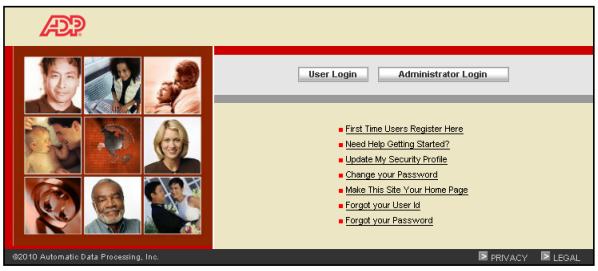
In the event that you need to update your personal contact information (mailing address, email address, etc.) you can utilize the ADP self-service application to do so.

If you need assistance with this procedure, receive an error message at any step in the process or have any concerns once you are logged in, please contact our friendly and knowledgeable Shared Services Center Customer Support team for assistance. Our normal business hours are Monday through Friday 8AM – 5PM. You can contact us by calling toll free 1-855-214-2644 or emailing helpdesk@ssc.usg.edu.

WORK INSTRUCTIONS

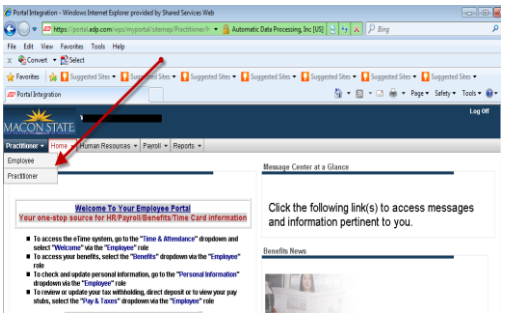
1. Navigate to the ADP Portal using this web address https://portal.adp.com

a) Click **User Login**
b) Type your ADP User ID and password



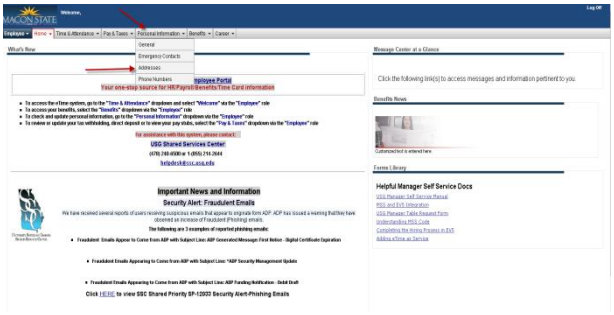
2. From the Portal Home Page

a) Click **Employee**



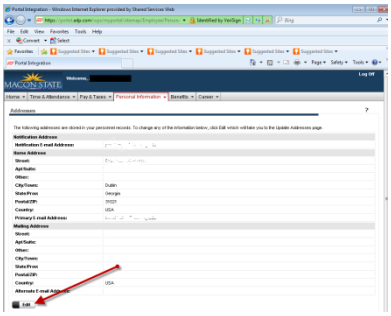
3. From the Portal Home Page

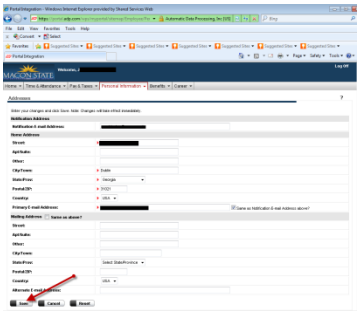
a) Click **Personal Information**
b) Click **Addresses**



4. Addresses

a) Click **Edit**
b) Update all necessary changes to the address and primary E-mail address information fields.



5. Addresses

a) Click **Save**