

SIGN ON INSTRUCTIONS for the new ADP Employee Self Service Portal.

STEP 1: REGISTER – If you are a current ADP iPay user, see Already an ADP iPay user section below.

First Time Users:

- Log on to register at <https://portal.adp.com>
- Select “First Time Users Register Here”.
- Enter your registration pass code, it is VALASSIS-PAY.
- Complete the requested information, First and Last Name – make certain you are using your legal name – the one which is printed on your paychecks. (ie. If you go by Tom, but your legal name is Thomas, use Thomas for your verification).
- Social Security Number
- Birth Month and Day
- Click next
- Complete the security information
- User ID will consist of your First Initial, Last Name and the company id, such as JSmith@valassis. This is not case-sensitive. Please note this is not a “.com” address. You will receive an error if you add “.com” to your user ID.
- You then will be able to create your own password. Keep in mind that your password must be at least 8 characters in length and include at least 1 letter and either 1 number or 1 special character. Once you have done this, click the ‘submit’ button. A thank you message will appear and you will then be able to logon to ADP Services.
- If you have difficulty registering, the ADP Service Center is available to help. Their phone number is 877-482-4236

Already an ADP iPay User If you have used ADP iPay in the past to go on-line and view check stubs or W-2’s, you are already an ADP iPay User and should follow these steps:

- Log on to <https://portal.adp.com>.
- Select “First Time Users Register Here”.
- On the Welcome page, click “Add a Service”.
- Enter your ADP user ID and password and click ok. If you do not remember your user ID and/or password, click on the “Forgot your User Id” or “Forgot your Password” link and you will be prompted to enter some security information which you entered when you originally registered.
- On the Welcome page, click “Add a Service”.
- Complete the required fields and click next.
- Click on the Add button next to Self Service.
- You will see an “add” button next to Benefit Enrollment, however, you will not be adding this at this time.
- Congratulations, you can log on and start using Benefit Enrollment by either:
 - Log on to <https://portal.adp.com> or www.valassisbenefits.com.
- If you have difficulty registering, the ADP Service Center is available to help, Their phone number is 1-877-482-4236.

STEP 2: ENROLL IN BENEFITS

- Log on to www.valassisbenefits.com or <https://portal.adp.com>.
- Login on using the “User Login” button.
- Enter your User ID and the password you created during the Registration process.
- If you have misplaced your Eligibility Summary, which was mailed to your home, you can print it from this screen by selecting Eligibility Summary in the left column.
- Add, change or delete dependents before you begin electing benefits.
- Click on “Annual Enrollment”.
- Click on each available plan to *elect* or *waive*. You must select each dependent you would like covered for each benefit otherwise they will not have coverage.
- You can view your cost by per pay period, by month, or by the annual rate.
- You will need to select or add Beneficiaries to your life insurance plans
- You are then navigated back to the Benefit Summary.
- Once you are satisfied with any updates you have made to dependent or benefit election data, select “Confirm Elections” from the Benefit Summary.
- You can not print your Confirmation Statement.
- Review your Election Confirmation.
- You have until November 25 to complete your enrollment elections for the 2010 plan year.

STEP 3: REVIEW YOUR CONFIRMATION STATEMENT

- Make sure your elections are correct. If you have any questions, you may call:
 - Your local Human Resources Representative
 - The ADP Service Center at 877-482-4236, or
 - The Associate Resource Center at 877-238-6847

STEP 4: YOU’RE FINISHED!

- At any time , you may sign in and review your benefit information. To make any other changes, you must have a qualified Life Status Event.