

## ADP Self Service Overview

### Introduction

ADP Self Service provides online associate self service for personal and pay information and can be accessed on various devices including your Scotts computer, a personal computer, and mobile devices. This means you can:

- View and Print Pay Statements (Pay Dates after January 1, 2014)
- Maintain Financial Information (Direct Deposit, Tax Withholding)
- Maintain Personal Information (Addresses, Phone Numbers, Emergency Contacts)

### Accessing ADP Self Service

All Associates need to complete a one-time registration process before using ADP Self Service. You will be provided a username and be prompted to create a password. An email address is required to register. If you do not have an email address, you can set up a free email account through Google or Yahoo.

1. To register, go to <https://portal.adp.com> from any web browser.
2. Access the **First Time Users** registration link on the home page.
3. On the first page (Registration), enter the following registration code: **ScottsCo-1234**
4. Follow the on-screen instructions to complete the registration process. You will be prompted for your First Name, Last Name, SSN and Date of Birth. This information must match the SAP HR System exactly.

**Note to New Associates:** You are not able to register or access ADP Self Service until your information is entered in SAP HR System. Generally, you should have access to ADP Self Service within the first 3-5 business days of employment. You or your manager can access People Finder on The Garden to confirm if your information has been entered in the SAP HR System.

Once registered, you can access ADP Self Service in a few ways:

If you are using:	Access ADP Self Service ...
The Garden	Through the <b>Associate Center</b> tab.
The Web	Through the following link: <a href="https://portal.adp.com">https://portal.adp.com</a> Enter the user name and password created in the registration process to log in.
A Mobile Device	Through the ADP Mobile Solutions App. Access the App Store on your Apple or Android device, search for <b>ADP Mobile Solutions</b> and download the app. (If you are using an SMG device, you can also download the app from the SMG Tool Shed.) To log in, enter the user name and password created during the registration process.  The Mobile App only allows access to pay statements, you are not able to view or update personal information.

If you terminate your employment, you will still have access to ADP Self Service for three years from your separation date. Contact Scotts Payroll to request any pay statements prior to January 2014.

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### Managing your Account

On the ADP Self Service login page (<https://portal.adp.com>), you have access to a number of links to assist you with accessing and managing your ADP Self Service account.

Link	Description
Forgot Password	Retrieve your lost password.
Forgot User ID	Retrieve your User ID.
Update Security Profile	Update your security question and answers; Update or activate your email address to receive notifications.
Change Your Password	Change your password.

*Note: You may be asked to enter your Associate ID. If you don't know your Associate ID, you or your manager can access People Finder on The Garden to look it up.*

### Navigate ADP Self Service

You have a variety of options available to you in ADP Self Service:

ADP Section	Drop-Down Option	Description
Pay & Taxes	Pay Statements	<ul style="list-style-type: none"> <li>View your pay statements and supplementary pay statements including incentives, etc.                             <ul style="list-style-type: none"> <li>Individual Pay Statements will be available for 3 years from the pay date.</li> <li>Pay statements for dates prior to January 2014 are available through the Associate Center on The Garden.</li> </ul> </li> <li>Turn off email notification of pay statement availability.</li> </ul>
	Direct Deposit	<ul style="list-style-type: none"> <li>Enroll or update your direct deposit information.</li> </ul>
	Tax Withholding	<ul style="list-style-type: none"> <li>View your tax information.</li> <li>Update tax withholdings.</li> </ul>
Personal Information	General	<ul style="list-style-type: none"> <li>View and update your personal information including your home address, phone numbers, and emergency contact.</li> </ul> <p><i>Note: All updates in ADP Self Service will also be updated in the SAP HR system on the next business day.</i></p>
	Emergency Contacts	
	Addresses	
	Phone Numbers	

Option	Description
Language	ADP Self Service is available in English and Spanish. Select <b>Language</b> in the upper right corner of the Welcome page to change your preferred language.
Log Off	Click the <b>Log Off</b> link in the upper right corner when you are finished using ADP Self Service. It is important to Logoff when accessing ADP Self Service from a public computer. To protect your privacy, ADP Self Service will log you off after 20 minutes of inactivity.

### Help

As you navigate ADP Self Service, review the instructions at the top of each page. You can also click the question mark (?) in the upper right corner of a page for more information. Additional resources including "How Do I" documents are available in the Associate Center on The Garden and the welcome page of ADP Self Service. If, after reviewing all the available resources, you have additional questions, email [ADPSelfServiceHelp@scotts.com](mailto:ADPSelfServiceHelp@scotts.com).