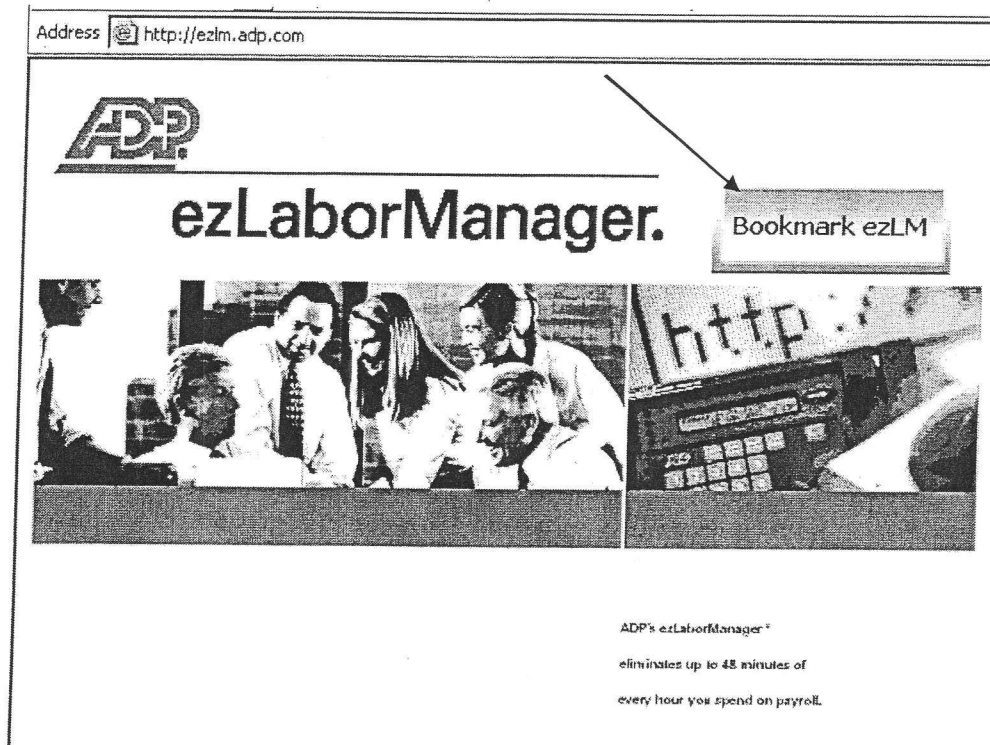


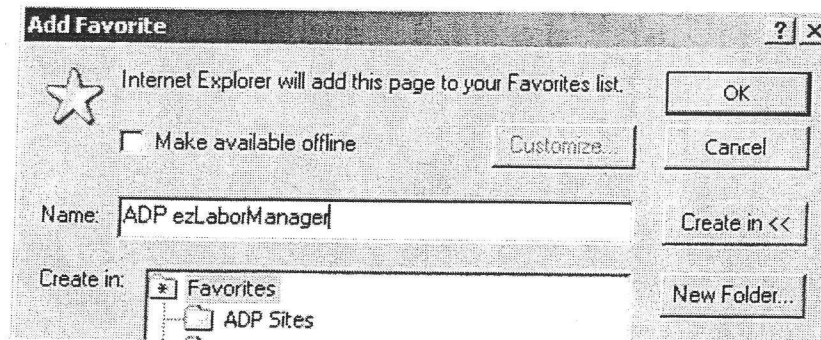
EMPLOYEE

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>



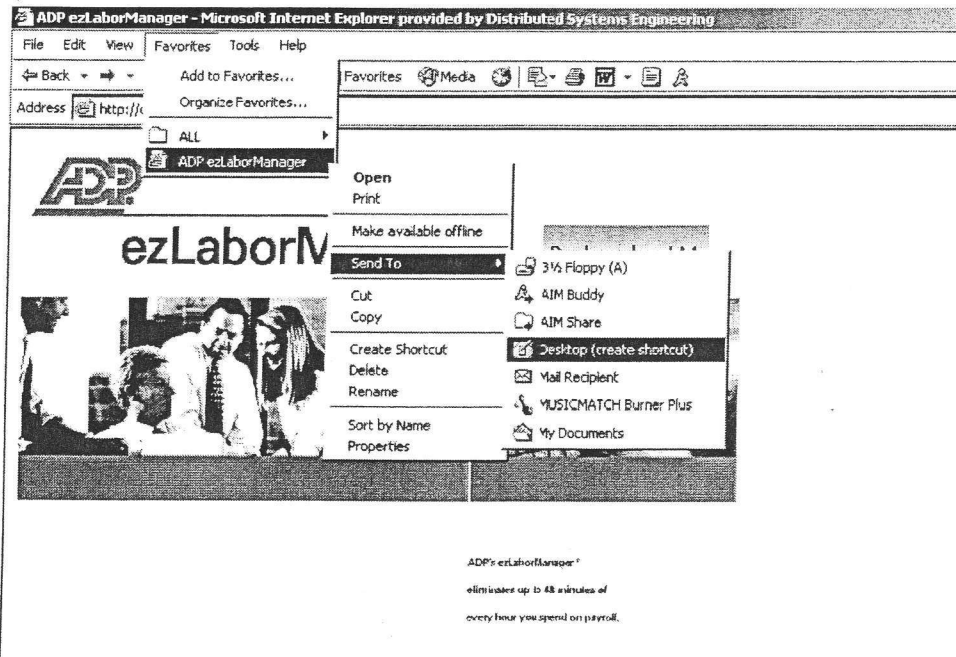
- In the upper-right corner, click the Bookmark ezLM link.
- The following Add Favorites window appears:




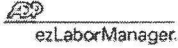
- Click **OK** and the ADP ezLaborManager link is added to the list of favorites.

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.

Language

English (United States)

English (Canada)

français (Canada)

Client Name or ID

QuinsigamondCommCoil

- 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.

ADPMASEMA

ezLabor Manager

Login

Messages

Language

English (United States)
English (Canada)
français (Canada)

Client Name or ID: ADPMASEMA [Change Client](#)

User ID

Password

Login

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.

Reset Password

Your password has been reset. Please enter a new password below.

Enter Old Password:

Enter New Password:

Confirm Password:

Submit Reset Cancel