



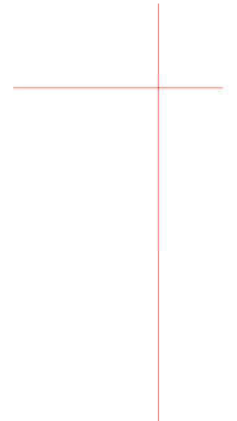
ADP World Login

July 2020



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Basics

Introduction

To log in to ADP World, you need:

- Company ID
- Username
- Password

The Company ID is the unique identifier for your organization and is generated by ADP for the only purpose of logging in to ADP World.

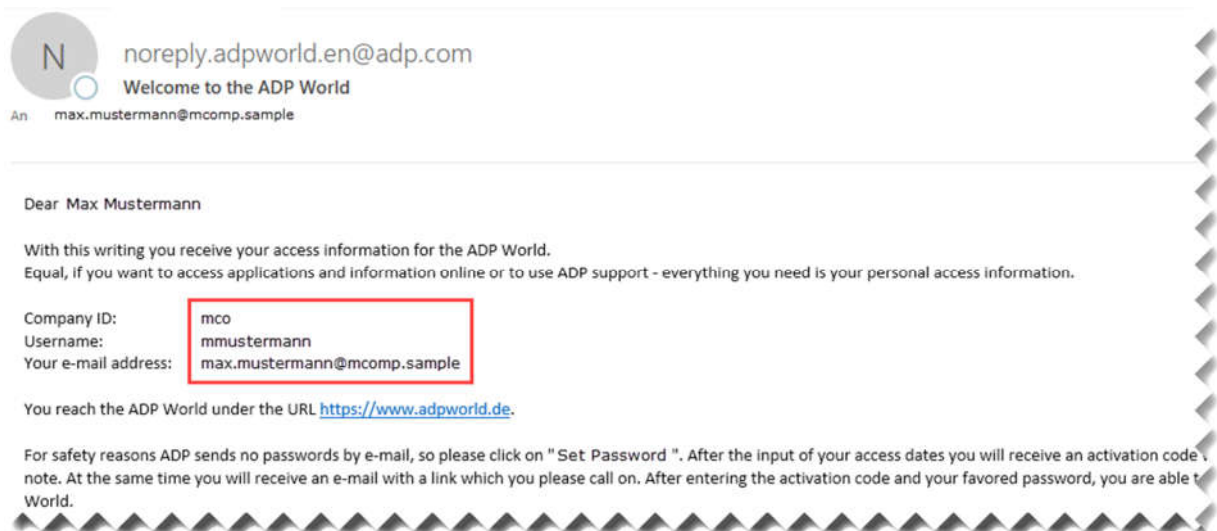
The username is the unique identifier of your person and is generated by ADP only for the purpose of logging in to ADP World. It is not possible to choose the username by yourself. Also, it is not possible to use another existing username, such as a Windows username.

The password is not generated by ADP but must be set by yourself. The following sections will guide you through this process.

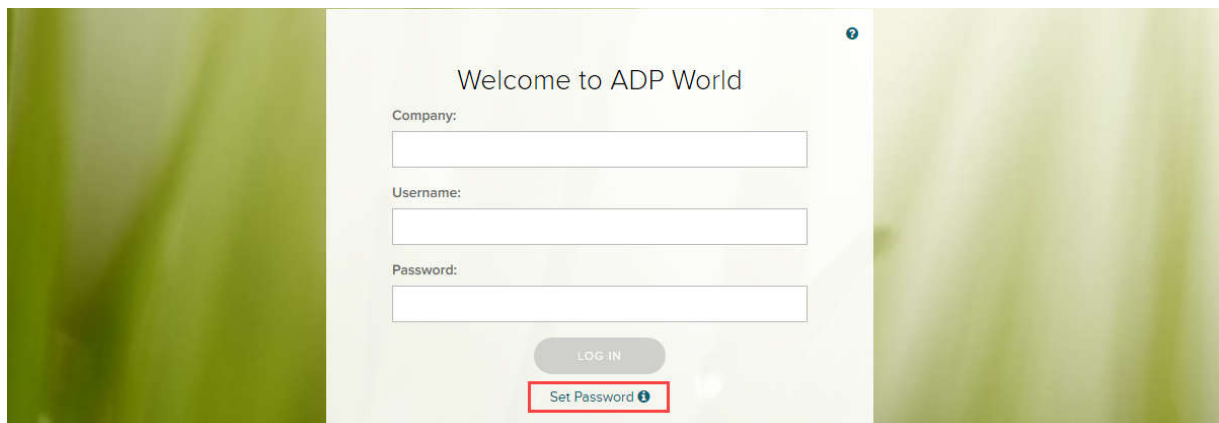
If an automatic login (SingleSignOn) to ADP World is set up for your company, the sections relating to a manual login are not relevant.

Login Data

After your user has been set up in ADP World, you will receive an e-mail containing your access data. For security reasons, the e-mail does not contain the password.



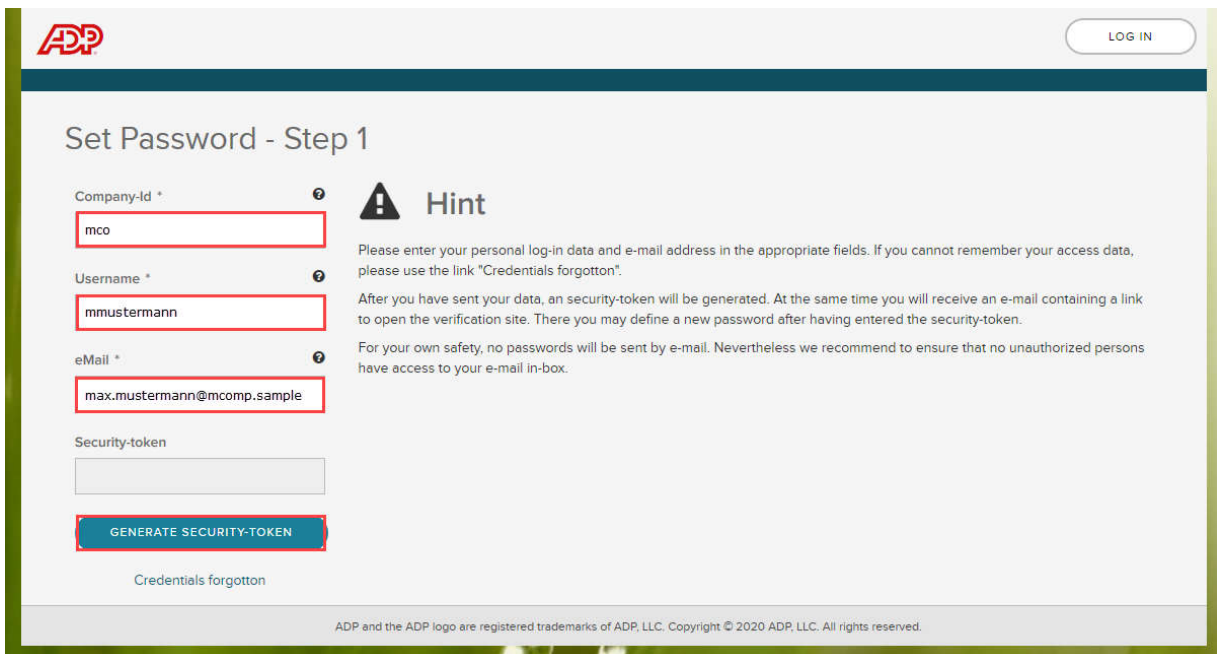
To create a password, you will find the link Set Password on the ADP World login page.



Set Password

The creation of a new password consists of several steps.

Please enter your company ID, username and e-mail address from the access data e-mail into this form.



ADP LOG IN

Set Password - Step 1

Company-Id * ?

Username * ?

eMail * ?

Security-token

GENERATE SECURITY-TOKEN

[Credentials forgotten](#)

Hint

Please enter your personal log-in data and e-mail address in the appropriate fields. If you cannot remember your access data, please use the link "Credentials forgotten".

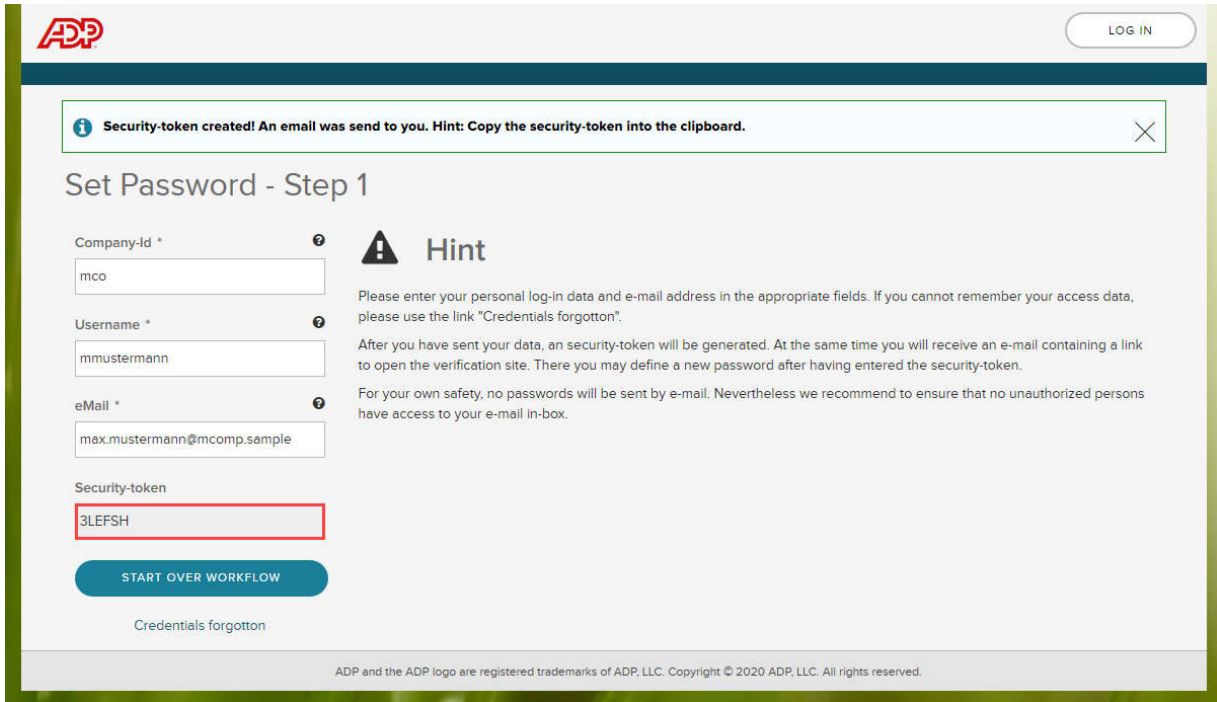
After you have sent your data, a security-token will be generated. At the same time you will receive an e-mail containing a link to open the verification site. There you may define a new password after having entered the security-token.

For your own safety, no passwords will be sent by e-mail. Nevertheless we recommend to ensure that no unauthorized persons have access to your e-mail in-box.

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Complete the form with the Generate Security-Token button.

You will now see the security token in the corresponding form field. At the same time, you will receive an e-mail containing a link to continue the password creation.



ADP LOG IN

Security-token created! An email was sent to you. Hint: Copy the security-token into the clipboard.

Set Password - Step 1

Company-Id *

Username *

eMail *

Security-token

Hint

Please enter your personal log-in data and e-mail address in the appropriate fields. If you cannot remember your access data, please use the link "Credentials forgotten".

After you have sent your data, a security-token will be generated. At the same time you will receive an e-mail containing a link to open the verification site. There you may define a new password after having entered the security-token.

For your own safety, no passwords will be sent by e-mail. Nevertheless we recommend to ensure that no unauthorized persons have access to your e-mail in-box.

[START OVER WORKFLOW](#)

[Credentials forgotten](#)

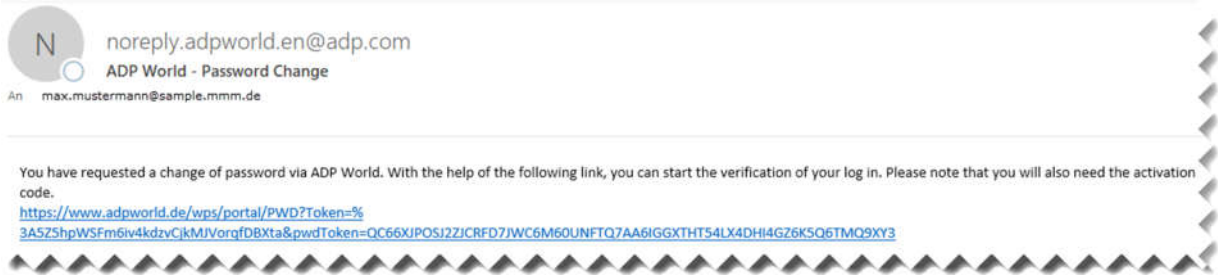
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Copy or write down the security token for the subsequent verification of the password creation.

Please note that the security token is only valid for 60 minutes. During this time the password must be changed in the next step, otherwise the security token as well as the link in the e-mail will become invalid. If this is the case, step 1 must be executed again.

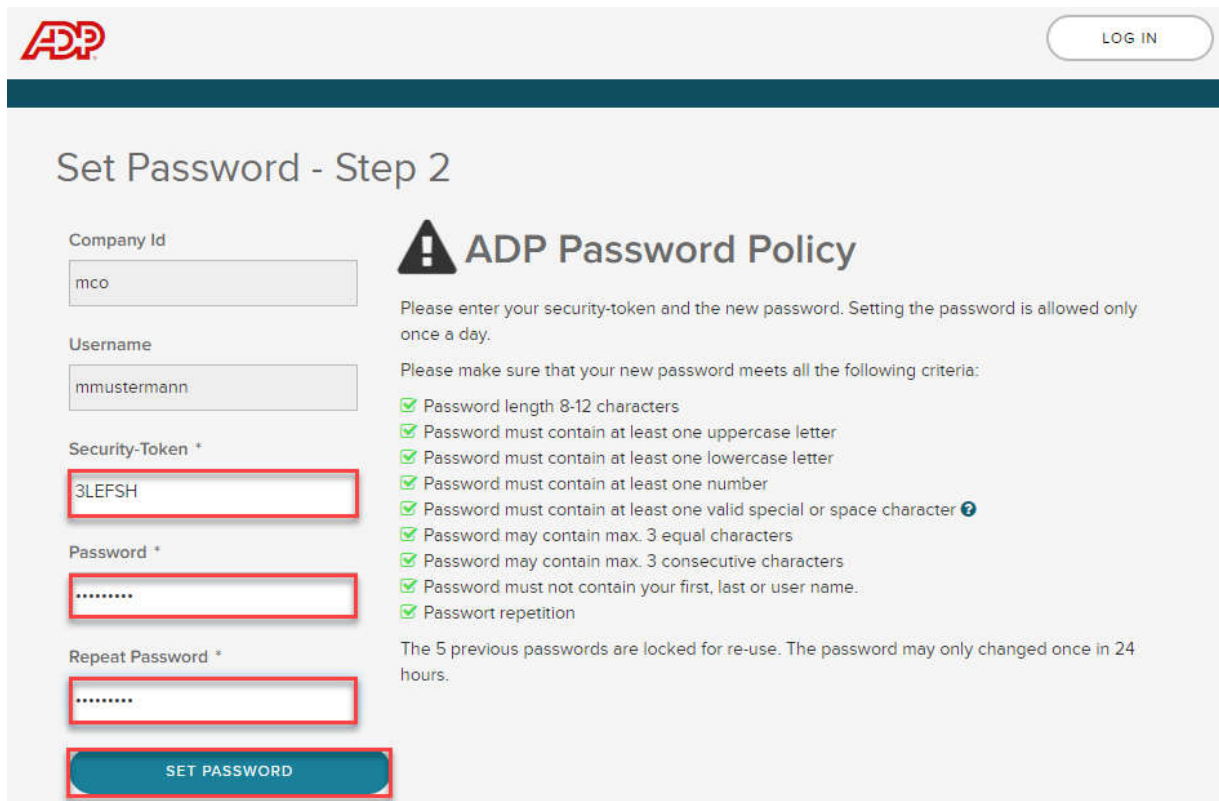


Now open the link at the end of the e-mail to complete the password creation.



If you did not receive this e-mail, please check your SPAM folder in your mailbox. There may be a delay in sending or receiving an e-mail. In this case, please wait a few seconds and then check your mailbox again.

Once you have opened the link, enter the security token and the desired password in the form.



ADP LOG IN

Set Password - Step 2

Company Id
mco

Username
mmustermann

Security-Token *
3LEFSH

Password *
.....

Repeat Password *
.....

SET PASSWORD

! ADP Password Policy

Please enter your security-token and the new password. Setting the password is allowed only once a day.

Please make sure that your new password meets all the following criteria:

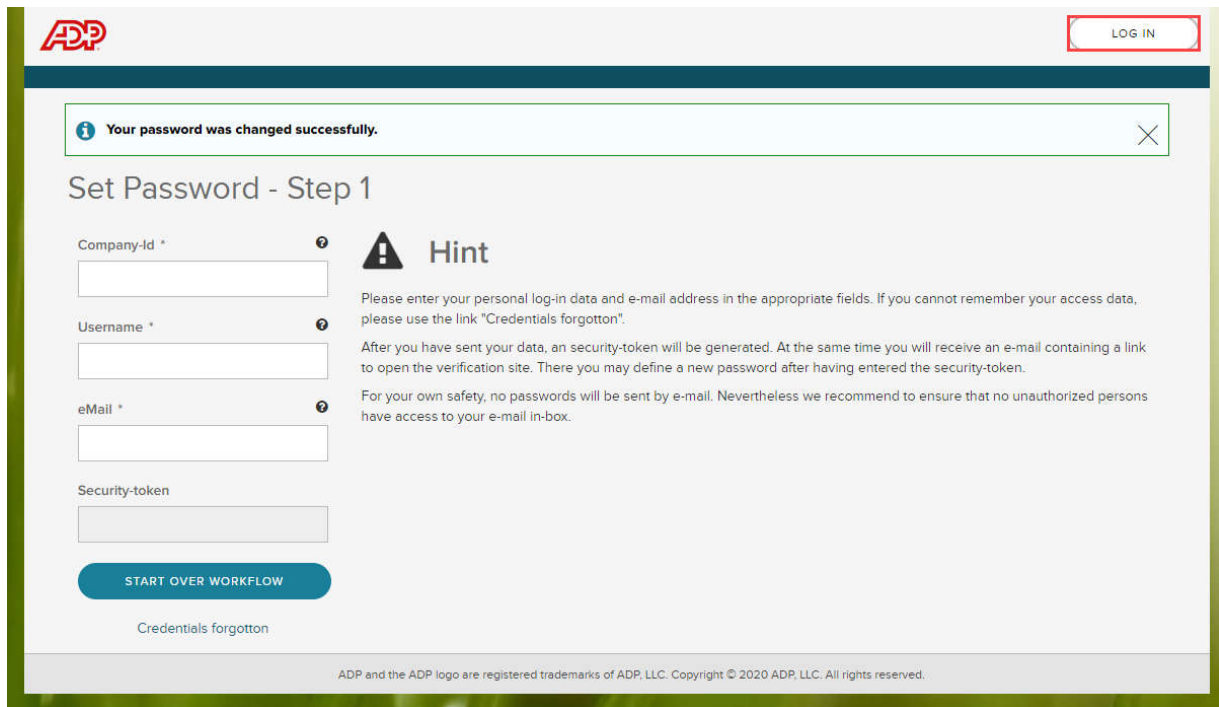
- ✓ Password length 8-12 characters
- ✓ Password must contain at least one uppercase letter
- ✓ Password must contain at least one lowercase letter
- ✓ Password must contain at least one number
- ✓ Password must contain at least one valid special or space character ?
- ✓ Password may contain max. 3 equal characters
- ✓ Password may contain max. 3 consecutive characters
- ✓ Password must not contain your first, last or user name.
- ✓ Password repetition

The 5 previous passwords are locked for re-use. The password may only be changed once in 24 hours.

When choosing a new password, the ADP password policy must be respected. When the password is entered, a check against the list of all criteria of the password policy is automatically performed. If a criterion is fulfilled, a green check mark appears.

With the button Set Password the new password is created.

The new password can now be used to log in to ADP World.

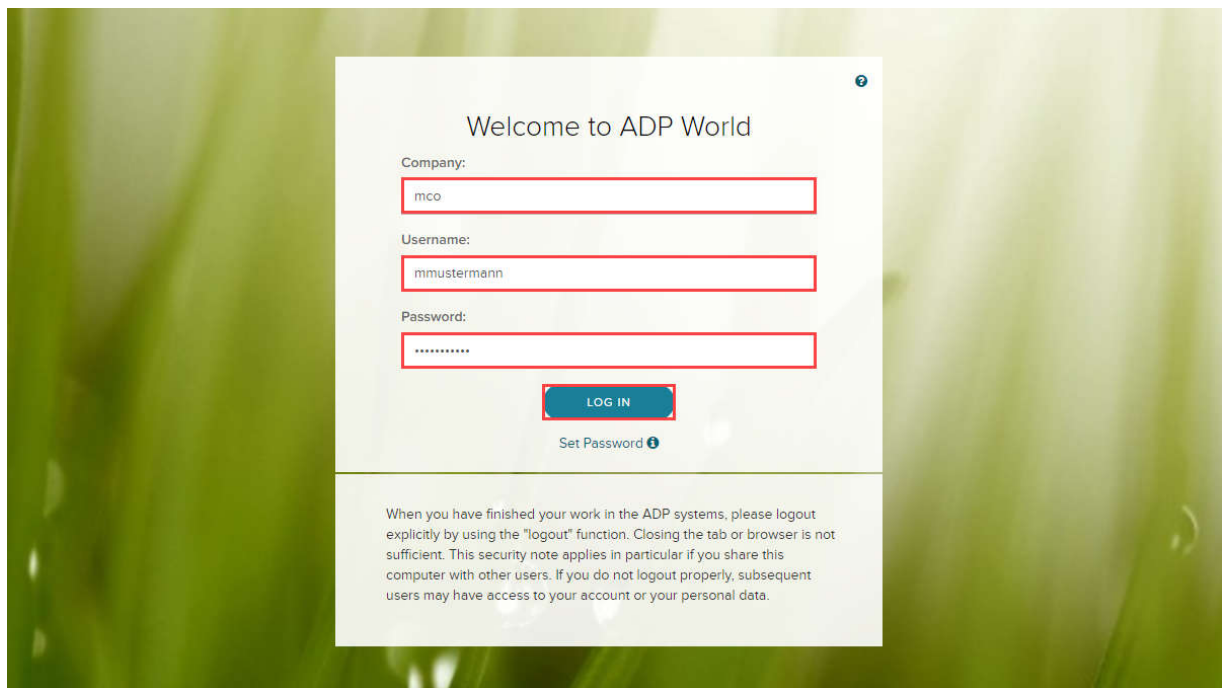


The screenshot shows the ADP World login page. At the top left is the ADP logo. At the top right is a "LOG IN" button. A green notification bar at the top states "Your password was changed successfully." Below this is the heading "Set Password - Step 1". The form contains four input fields: "Company-Id *", "Username *", "eMail *", and "Security-token". To the right of the "Company-Id" field is a "Hint" section with a warning icon and the following text: "Please enter your personal log-in data and e-mail address in the appropriate fields. If you cannot remember your access data, please use the link 'Credentials forgotten'." Below the "Username" field, it says: "After you have sent your data, a security-token will be generated. At the same time you will receive an e-mail containing a link to open the verification site. There you may define a new password after having entered the security-token." Below the "eMail" field, it says: "For your own safety, no passwords will be sent by e-mail. Nevertheless we recommend to ensure that no unauthorized persons have access to your e-mail in-box." At the bottom of the form is a blue button labeled "START OVER WORKFLOW" and a link labeled "Credentials forgotten". At the very bottom of the page, there is a small copyright notice: "ADP and the ADP logo are registered trademarks of ADP, LLC. Copyright © 2020 ADP, LLC. All rights reserved."

You can go to the ADP World login page either by clicking the [Log In](#) button or by using the link <https://www.adpworld.de>.

Login

Once you have successfully created a password, you can log in to ADP World with your access data.



Welcome to ADP World

Company:

Username:

Password:

[LOG IN](#)

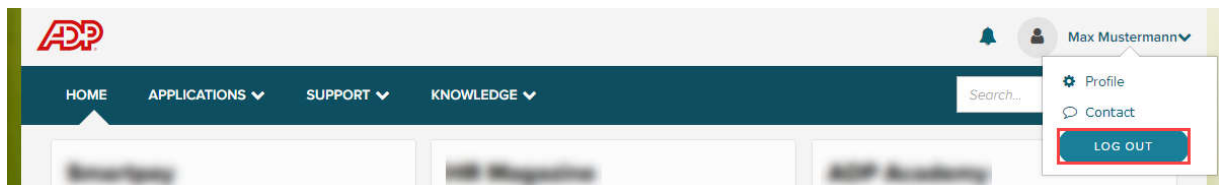
[Set Password](#) ⓘ

When you have finished your work in the ADP systems, please logout explicitly by using the "logout" function. Closing the tab or browser is not sufficient. This security note applies in particular if you share this computer with other users. If you do not logout properly, subsequent users may have access to your account or your personal data.

If you have problems with the login, you will find some potential solutions in the chapter [Help](#).

Logout

When you have finished your work in the ADP World, please log out of the ADP World. To do this, you will find a context menu via the link on your name, which contains the Logout button.



Please note that closing the tab or browser is not enough to end your session. This security advice applies in particular if you share your device with other users. Improper logout may allow subsequent users to access your account or personal information.

Help

No Access Data E-Mail received

If you have not received the access data e-mail, please check your SPAM folder in your mailbox first.

You have the possibility to request the access data e-mail again at any time. On the ADP World login page, open the link [Set password](#) and then the link [Credentials forgotten](#).

Enter your e-mail address and answer the security question. Click the button [Retrieve credentials](#) to complete the process and receive your access data e-mail.

The Login does not work

There are several possible causes for a failed login. For security reasons, the exact cause of the error cannot be displayed.

Please check the following possibilities:

Company ID, Username or Password is incorrect

The most common reason for a failed login is entering an incorrect company ID, username or password. You may have accidentally entered an ID or password from another system or inadvertently enabled the caps lock key. Please check your login credentials.

The Password has expired

For security reasons, a password is valid for a maximum of 90 days and cannot be used after that. To create a new password, please use the link [Set Password](#) on the ADP World login page. For your security, the user will be blocked after five failed login attempts. An unlock can be revoked either by creating a new password by yourself or an administrator.

The Bookmark/Favorite with which the ADP World is launched is invalid

Please make sure that the URL of the bookmark/favorite is exactly <https://www.adpworld.de>. If the domain is followed by a longer, cryptic character string, it contains outdated session data that does not allow you to log on to ADP World for security reasons.

The ADP World User was deleted

If a user has been deleted in the ADP World, no reactivation is possible. In this case, a new ADP World user must be created.

The ADP World is accessed from a non-permitted Network

The ADP World can be accessed via the Internet, regardless of time and place. If your company's security policy does not permit access from a public or private network outside of the company network, a corresponding restriction can be activated in the ADP World. In this case, login attempts from non-permitted networks will be rejected. Please contact your IT department.