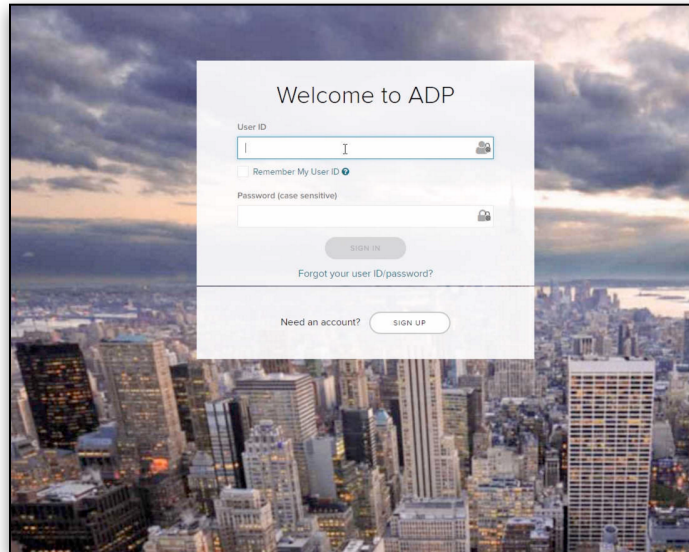


12 steps to sign up for ADP's BerniePortal Connector



Step 1:

Log in to ADP Workforce Now®



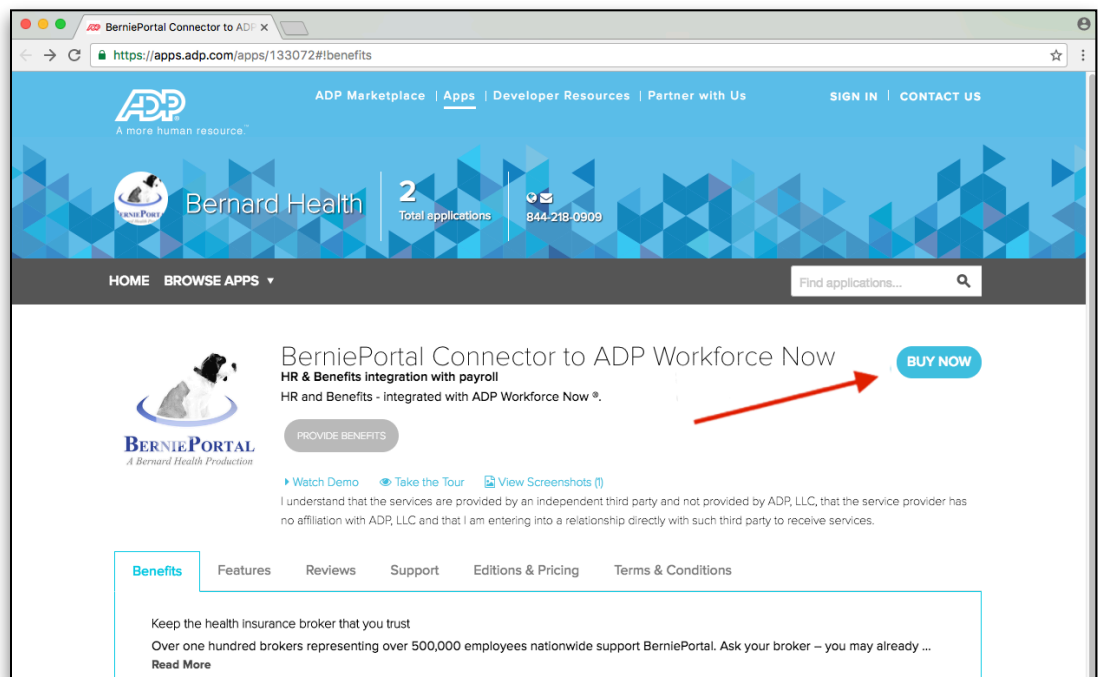
Step 2:

From a separate tab, go to the following page on the ADP® website:

<https://apps.adp.com/apps/133072#!benefits>

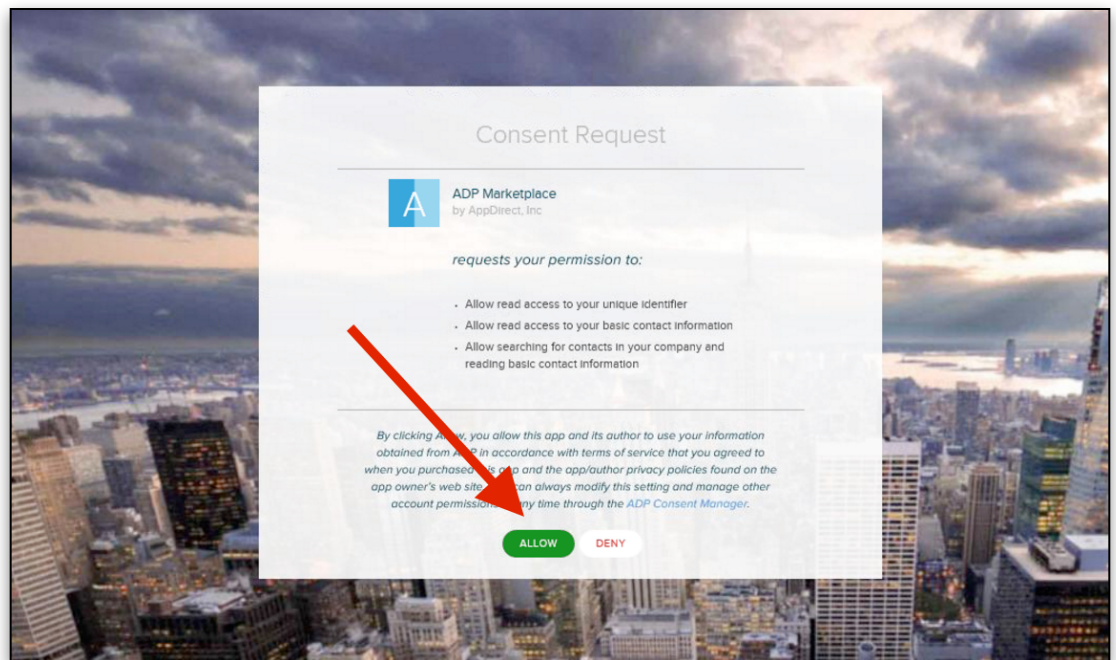
Step 3:

Click “Buy Now”



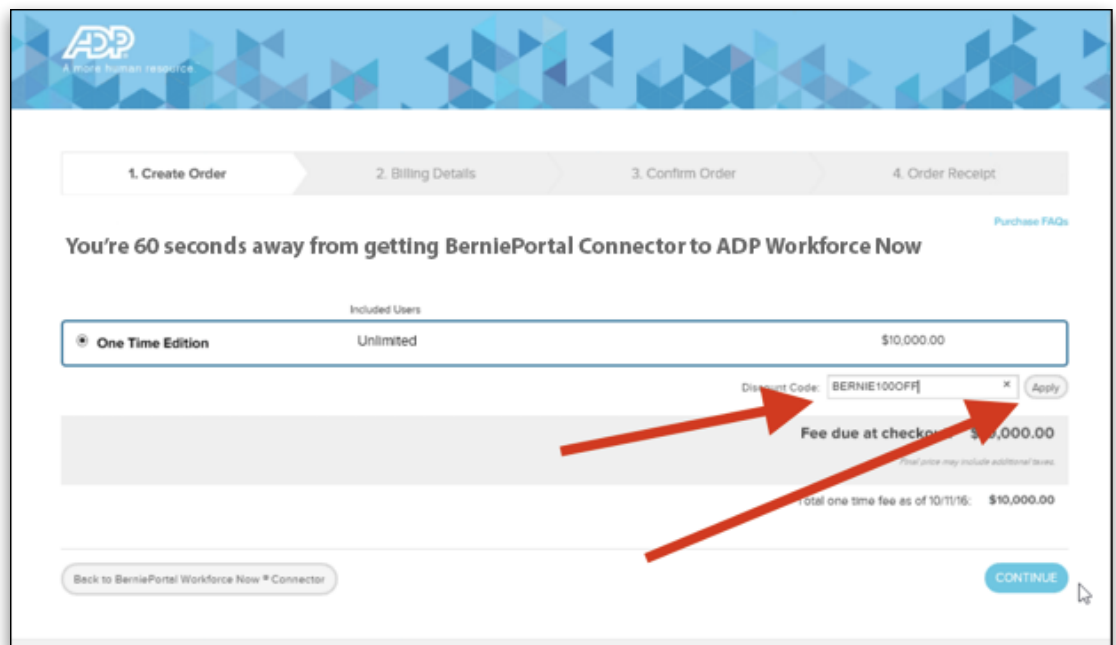
Step 4:

Click “Allow” on the consent request



Step 5:

Enter discount code and then “Apply”



Step 6:

Click "Continue"

The screenshot shows the ADP Workforce Now interface during the 'Create Order' step. The progress bar at the top indicates the current step is '1. Create Order', followed by '2. Billing Details', '3. Confirm Order', and '4. Order Receipt'. A message states: 'You're 60 seconds away from getting BerniePortal Connector to ADP Workforce Now'. Below this, a table shows the order details:

Included Users		
One Time Edition	Unlimited	\$10,000.00
		Discount: Save 100%

A green message box states: 'Successfully applied discount code.' Below this is a 'Discount Code' input field with an 'Apply' button. The 'Fee due at checkout' is \$0.00. A red arrow points from the 'CONTINUE' button at the bottom right.

Step 7:

Review the terms of service. If you agree check the box and click "Place Order"

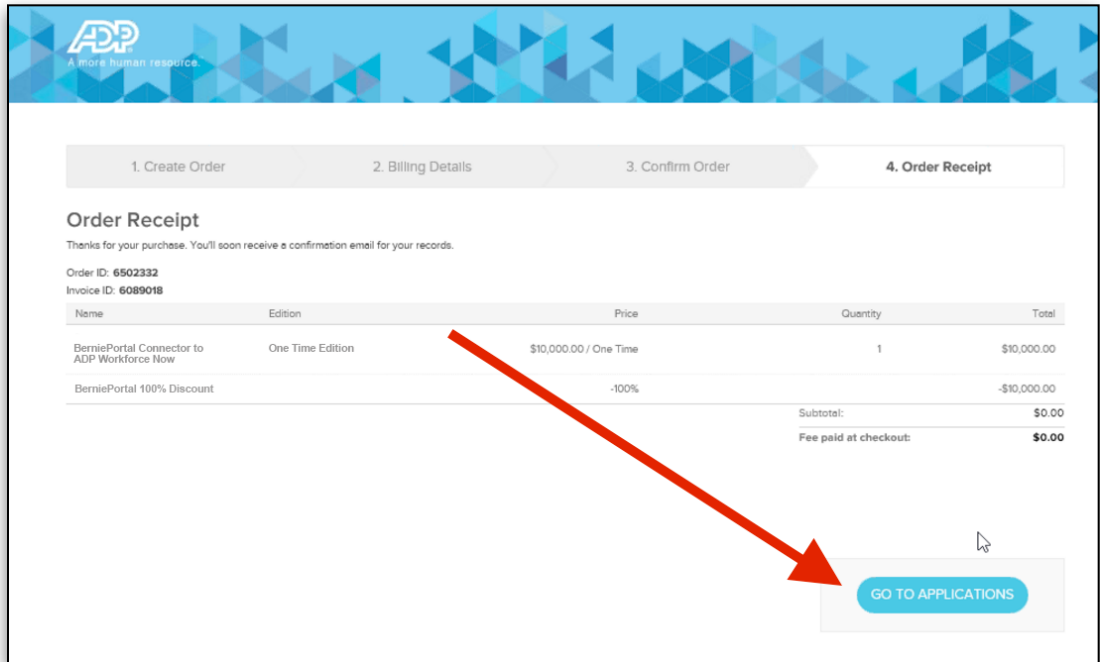
The screenshot shows the ADP Workforce Now interface during the 'Confirm Order' step. The progress bar at the top indicates the current step is '3. Confirm Order', preceded by '1. Create Order' and '2. Billing Details', and followed by '4. Order Receipt'. The 'Confirm Order' section displays a table with the following data:

Name	Edition	Price	Quantity	Total
BerniePortal Connector to ADP Workforce Now	One Time Edition	\$10,000.00 / One Time	1	\$10,000.00
BerniePortal 100% Discount		-100%		-\$10,000.00
Subtotal:				\$0.00
Fee due at checkout:				\$0.00

At the bottom, there is a checkbox with the text: 'By checking the box, I acknowledge that I have read and agreed to the App's Terms of Service.' A red arrow points to the 'PLACE ORDER' button.

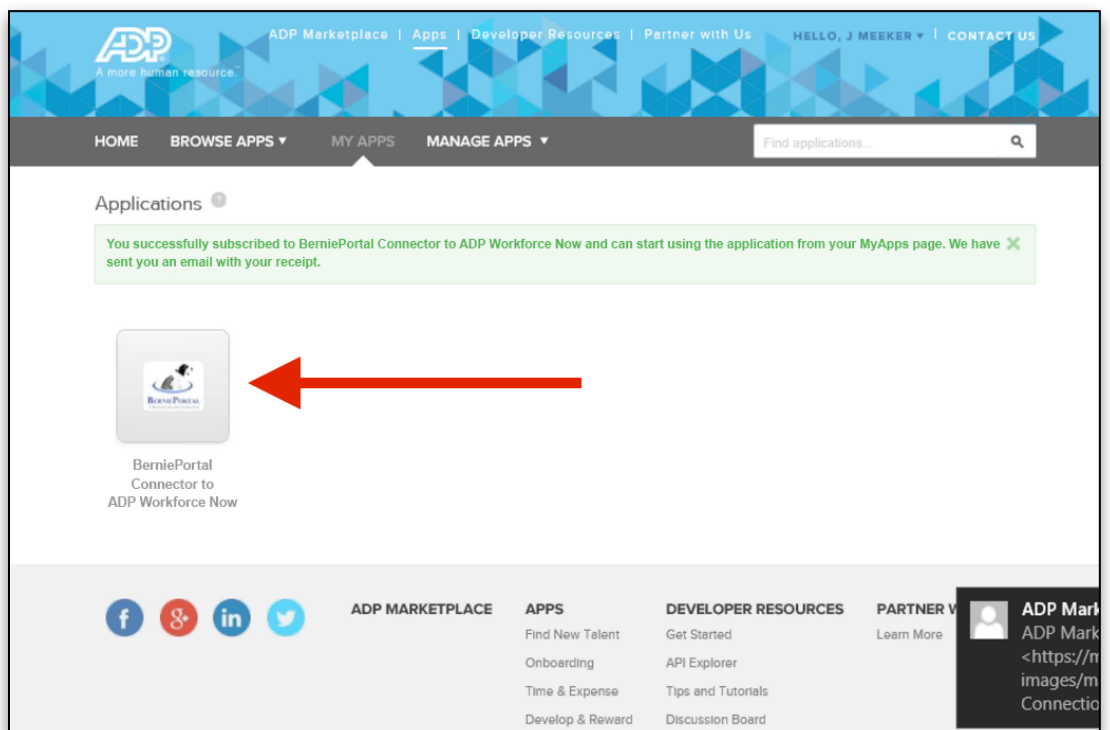
Step 8:

Click “Go To Applications”



Step 9:

Click on the icon of the Connector



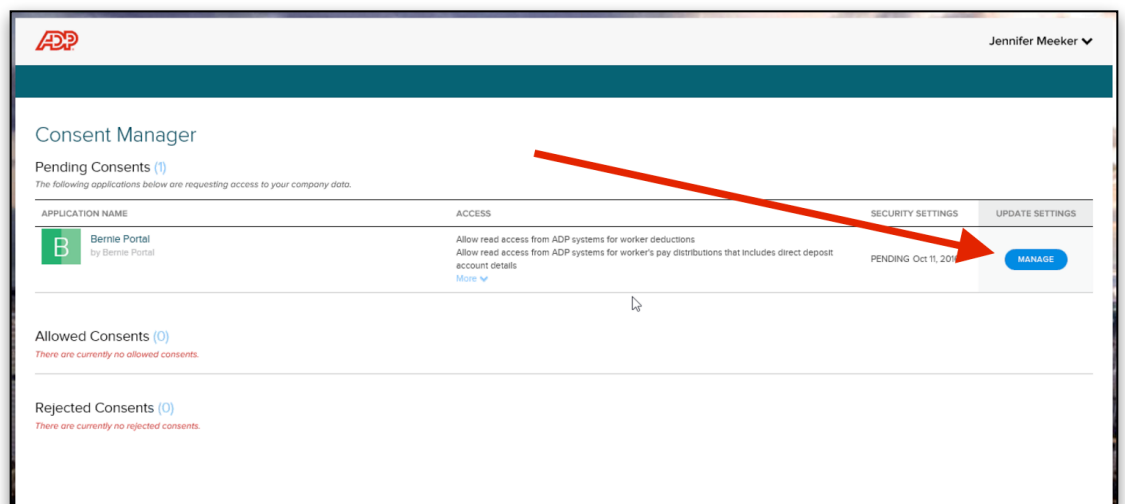
Step 10:

Click “Initiate Consent”



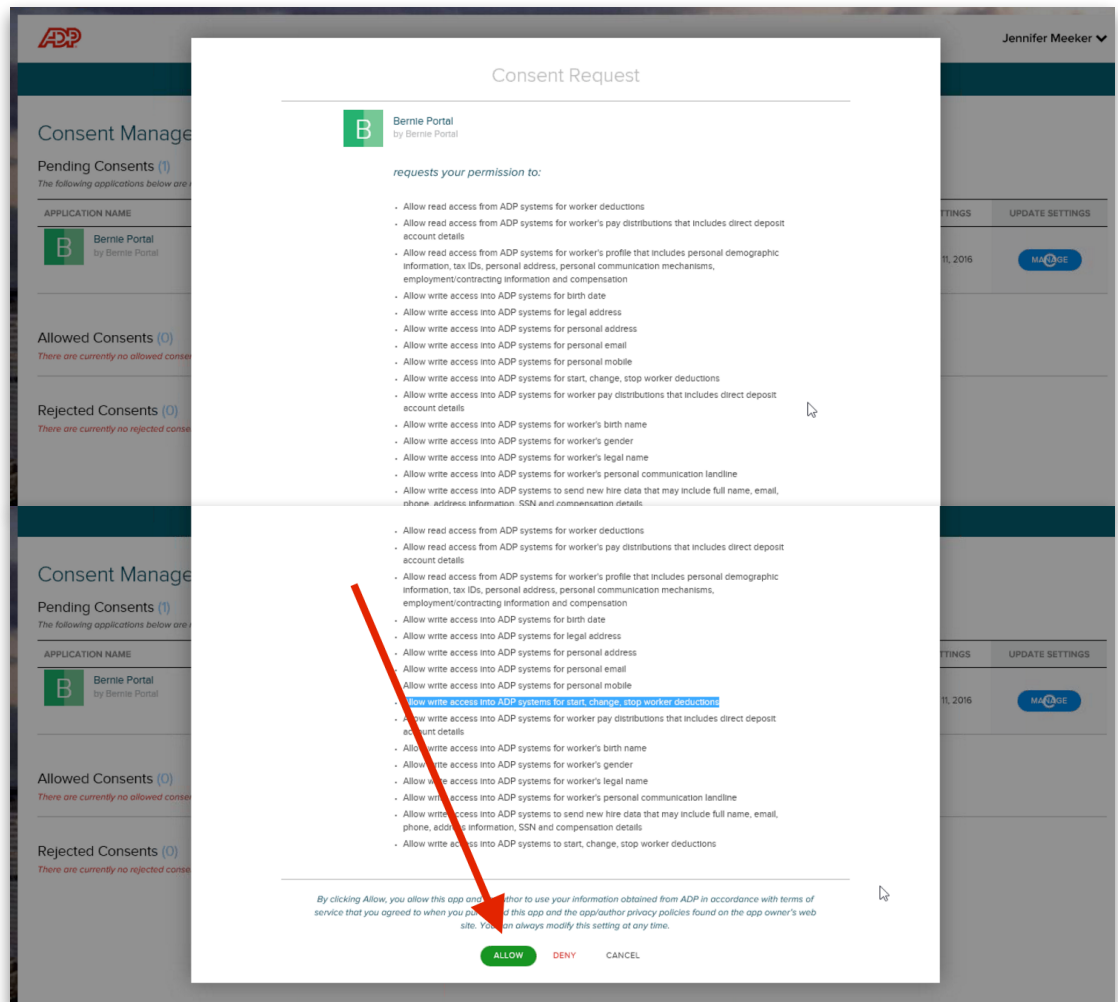
Step 11:

Click “Manage”



Step 12:

Click “Allow” (note you may need to scroll down to see the “Allow” button)



At this point, ADP sends credentials to BerniePortal that BerniePortal will use to tie the two systems together. This can take up to 48 hours.

Your BerniePortal representative will follow up with you once it is complete to set up a webinar to review it together and walk through how to use it.

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