

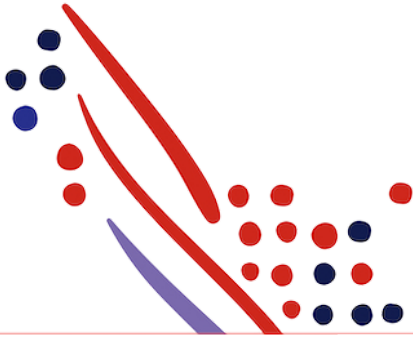


Guide

ADP Marketplace ESI - Netsecure profiles

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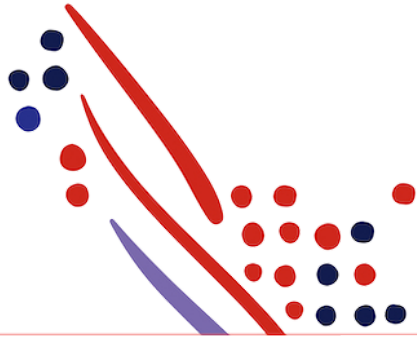


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Overview

Overview

This guide provides an overview of creating an additional account in Netsecure that people can use to login to the ADP Partner portal.

Intended Audience

This document is intended for:

- Partners

Prerequisite

You need a Netsecure account with the following profile:

- Security Master



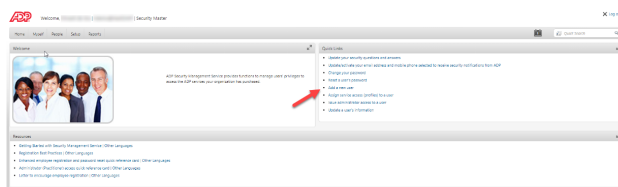
Info

This account is created by the ADP Marketplace ESI Integration team in the startup phase of the Partner on-boarding.

Create an account

As an ADP Marketplace account administrator you can add users to your account to server a variety of roles. Please

1. Navigate to <https://netsecure.adp.com> and login using your credentials.
2. Select 'Add a new User'



3. Enter all the user details and select '**Continue**'



Note

Select '**None**' at the Identity Type field..

4. Make sure you select an option to verify your identity and continue.
5. Enter the Verification code and select '**submit**'.
6. Select the correct value for '**User Type**' and the '**User Role**' like in the image below and select '**Next**'

7. Move the 'Marketplace : **MarketplaceAdmin** default profile: **MarketplaceAdmin**' profile to the 'Selected Services Profiles' and select '**Next**'

8. Validate the data and select '**Done**' to finalize the user creation.

