

Chapter 2

# Create an account

## from ADP Marketplace ESI - Netsecure profiles Guide

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

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



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

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

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

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

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