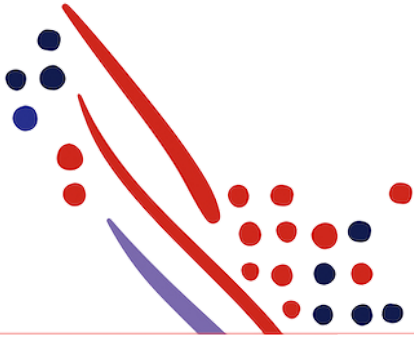




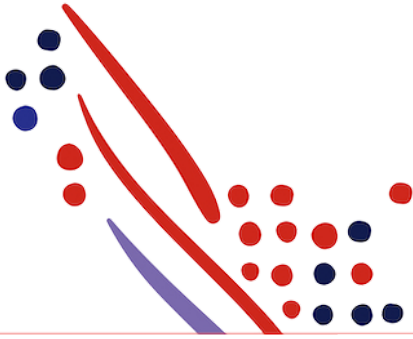
Chapter 2

Create an account

from ADP Marketplace ESI - Netsecure profiles Guide

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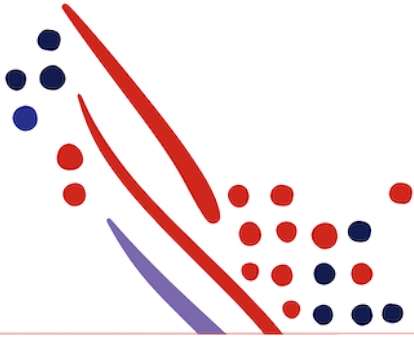
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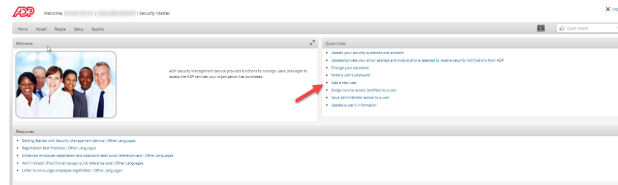
Create an account

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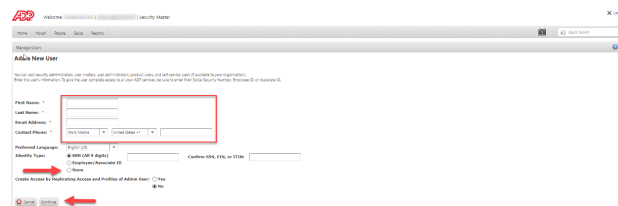
Create an account

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'



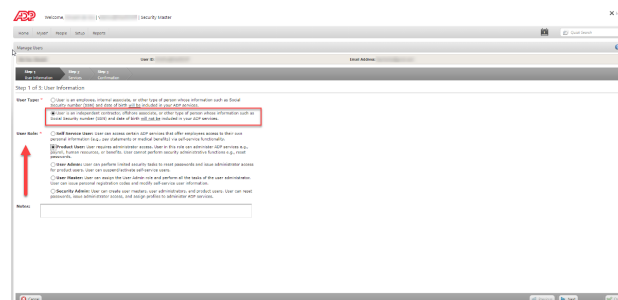
3. Enter all the user details and select 'Continue'



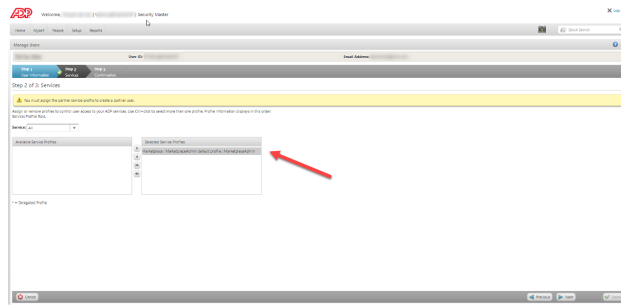
Note

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.

