



Chapter 2

API Development

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Learning Guide

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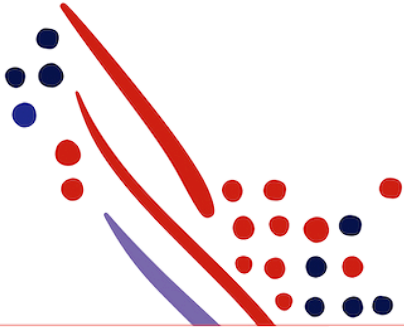
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In this section we will review the pre-requisites to starting your API development.

[The Partner Self Service Portal](#) is where you will manage partner members, mutual SSL certificate, integration projects (DEV and PROD), request a test sandbox instance, and more. **Please bookmark this URL!** [Partner Self Service Guide](#)

Create Partner Members:

1. Log into the Partner Self Service Portal and go to the **Members** tab
2. Add new partners team members
3. Manage your partner team members as needed.
 - o Note: Member/user accounts get suspended after 30 days of inactivity. You can activate and reset passwords on this page as needed. After 180 days in a suspended status the user is deleted.

Create Mutual SSL Certificate:

A Mutual SSL certificate is required for **all** API calls exchanged with the ADP API Gateway: api.adp.com -or- accounts.adp.com

1. Log into the Partner Self Service Portal and go to the **Certificate** tab
2. Click on **Request Certificate**.
3. You will be prompted to fill out a few required fields. Once filled out click on **Next**.
4. The next page will present you with your **Private Key**. Use the **Copy** button and save the Private key in a text editor as a **.KEY** file. Then click on **OK, I Copied My Key**.
5. You will be taken to page where your certificate will be generated click on **Done**.
6. On the next page you will click on the Download link to retrieve your Signed **.PEM** file.
7. Store both the **.KEY** and **.PEM** in a safe place.

Create a Project:

A project is created for each ADP system that you integrate with. You will have a development and production project for each integration. For each project you will be able to pick a use case which will give you API access to the common APIs along with your partner API credentials.

1. Log into the Partner Self Service Portal
2. Click **Create New Project** in the top right of the screen
 - o Note: Only one project should be created per ADP system that you integrate with.
3. You will be prompted to fill out basic information:
 - o Project name:
 - Suggest using a standard format such as [PartnerName] - [ADP System] as this will appear on the consent page **Example:** ABC Company - WFN
 - o Description
 - o Marketplace: USA or CAN
 - o ADP System
 - o Use Case (this will give you some standard API access)
4. Your Development project will be created and you will be able to add/update your target **Milestone Dates** (**NOTE:** this is one of the requirements to finalize your agreements and move into the integration stage)

Request a test client Sandbox:

1. Log into the Partner Self Service Portal
2. Click into your Development project and at the top of the page click on **Test Instance**.
3. Click on the **Request A Test Instance** button.
4. You will then receive 3 emails (two of which will come from SecurityServices.NoReply@adp.com)
5. The first email will contain your test instance **User ID** and link to your test instance.
6. The second will be your temporary **Password**.
7. Use the Link and the ID and Password from the steps above to log into your test instance
8. The third email will come from ADP Marketplace Support.noreply@adp.com with the subject of Connect Request.
9. You will see **View Request** at the bottom of that email. In an Incognito window open that link and Login with the ID and Password you received above and Grant Consent by clicking on **Allow**.

**If you need a test environment for another ADP system (such as ADP Recruiting Management, ADP Enterprise HR, etc.) please reach out to your assigned Marketplace Technical Advisor to setup your test instance.

NOTE: For **Workforce Now** and **Workforce Now Next Generation** test instances you will need to provide your user with [admin permission](#) to see all employees in the sandbox.

Making an API call:

Once you have setup your development project in the Partner Self Service portal you will now be able to test the APIs to help with building your integration specification. Follow **ALL** of the instructions on **Development API Credentials** tab which also includes some examples.

As a supplement to the instructions on the Development API Credentials tab the following [guide](#) also gives an overview of your "partner" credentials and how to use those credentials to get the subscribed "clients" credentials.

[Making Your First API Call with Postman](#)

[Postman Collection for How to Retrieve Client Credentials](#)

If you need additional API scopes to be added to your project, open up a ticket with the [partner help center](#). Please be sure to include the full scope canonical from the API guide that your requesting access for. Choose your ADP Product/System to see the [API specific guides](#).