



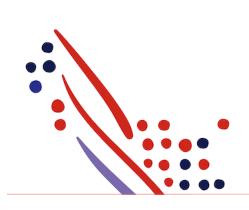
Guide

Using Consent Manager to Control Access to Your Data

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Last modified Dec 10, 2021 1:06PM





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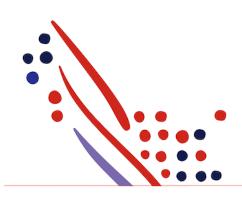


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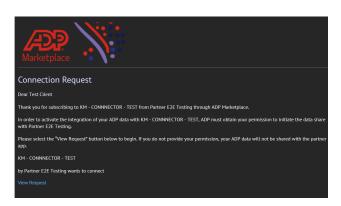
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Chapter 1 Allow or Deny an Authorization Request from Email

When you purchase an app on the ADP Marketplace that involves system-to-system integration, you will receive an email from ADP requesting consent to release your data to the publishing organization. Follow the steps in this article to view and then allow or deny the request.

1. Open the consent request email message.



2.

3. Click the **View Request** link. This will open the consent request in a web page identifying the app, the app publisher, and the permissions requested.

| | Client Authorization |
|---|--|
| K | KM - CONNNECTOR - TEST by Partner E2E Testing |
| | You hereby: |
| | Allow read access to your ADP system for worker's profile data which may include personally identifiable information (Pil) |
| | Allow searching for contacts in your company and reading basic contact information |
| your dat obtaine service site. Not and/or o do withi | ing 'Allow', you are authorizing and instructing ADP to provide to to this application. You are authorizing the use of your data of tom ADP in accordance with the application terms of and with the privacy policy found on the application's web te that application users may be able to perform actions access data that they would otherwise not be authorized to a ADP systems; please verify access controls with the ion owner. |
| permiss any mod | always modify this setting and manage other occount fors at any time through the ADP Consent Manager. Note that filteations made will not offect data you have previously ed ADP to provide to this application. |
| | ALLOW DENY |

- 4. Do one of the following:
 - To allow the app to access your data, click the **Allow** button and then click **Continue** in the confirmation message. You will be redirected to the ADP Marketplace.
 - To block the app from accessing your data, click **Deny** and then click **I'm Sure** in the confirmation message. In the second confirmation message, you can click the link to open ADP Consent Manager or click the **Log Out** button.

Chapter 2

Allow or Deny a Request for Authorization in Consent Manager

After you purchase an app on the ADP Marketplace, you must give permission to the app before the app can access your organization's data. You can use Consent Manager to see which applications have requested consent to your organization's data and grant access as appropriate.

To **Allow** or **Deny** a Request for Authorization in Consent Manager:

- 1. In a browser, go to https://adpapps.adp.com/consent-manager.
- 2. If prompted, log in with your ADP credentials. The Consent Manager opens, showing requests, allowed, and denied consents for apps you have purchased.

| onsent Manager | | | | |
|---|--|----------------------|-----------------------|-----------------|
| quests for Authorization (1) bilawing applications are requesting access to your compare | y olen. | | | |
| PRUCATION NAME | REASON FOR REQUEST | ELGIBLE TO AUTHORIZE | SECURITY SETTINGS | UPDATE SETTINGS |
| KM - CONNECTOR - TEST by Partner E22 Teeting | New subscriptor requires authorization | Only you | RECURITIES Dec 7 2021 | MANAGE |
| | | | | |
| | | | | |
| | | | | |
| owed Authorizations | we the other your no longer with to have access to data. | | | |
| iew the hit of applications, we sure you that them of, or remo | | | SECURITY SETTINGS | UPDATE SETTINGS |
| eer the list of opplications, die sure you that them of, or reno PRUCATION NAME | ACCESS | | | |

3. In the Pending Consents list, find the app you are interested in and click the **Manage** button for that app. A Client Authorization modal appears, showing the app name and all of the permissions requested.

| KH - CONNECTOR - TEST by Partner E2E Testing | | Client Authorization |
|--|--|--|
| Allow read access to your ADP system for worker's profile data which may include personally identifiable information (Pili) Allow searching for contacts in your company and reading basic contact information By clicking 'Allow', you are authorizing and instructing ADP to provide your data to this application. You are authorizing the use of your data obtained from ADP in accordance with the application terms of service and with the privacy policy found on the upplication set we be able to perform actions and/or access data that they would atherwise not be authorized to do the other spectra of the application with the application set may applicate the set of your data obtained that that they would atherwise not be authorized to do with ADP systems, please with your access contract with the | K | |
| profile data which may include personally identifiable information (PII) Allow searching for contacts in your company and reading basic contact information By clicking Xallow, you are authorizing and instructing ADP to provide your data to this application. You are authorizing the use of your data obtained from ADP in accordance with the application terms of service and with the privacy policy found on the applications web site. Note that application users may be able to perform actions andior access data that they would atherwise not be authorized to do with ADP systems; please verify access controls with the | | You hereby: |
| reading basic contact information By clicking XIIow, you are authorizing and instructing ADP to provide your date to this application. You are authorizing the use of your data obtained from ADP in accordance with the application terms of service and with the privacy policy found on the applications web site. Note that application users may be able to perform actions andior access data that they would atherwise not be authorized to do within ADP systems; please verify access controls with the | | profile data which may include personally identifiable |
| your data to this application. You are authorizing the use of your data obtained from ADP in accoundance with the application terms of service and with the privacy policy found on the application's web site. Note that application users may be able to perform actions and/or access data that they would otherwise not be authorized to do within ADP systems; please verify access controls with the | | |
| | your dat obtained service o site. Not and/or a do withir applicati | To this application, You are authorizing the use of your data (from ADP in accordance with the application terms of and with the privacy policy found on the application's web that application users may be able to perform actions ceess data that they would atherwise not be authorized to ADP systems; please verify access controls with the an owner. |
| You can always modify this setting and manage other account permissions at any time through the ADP Consent Manager. Note that any modifications made will not affect data you have previously authorized ADP to provide to this application. | permissi any mod | ons at any time through the ADP Consent Manager. Note that ifications made will not affect data you have previously |

4. Do one of the following:

- Click the **Allow** button, and then click **Continue** to confirm your decision.
- Click the **Deny** button, and then click **I'm Sure** in the confirmation message.

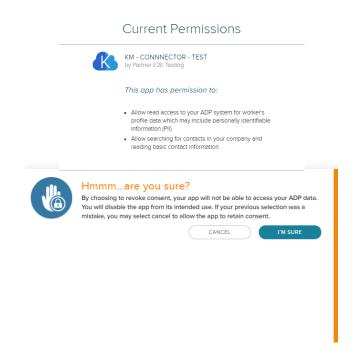
Chapter 3 Deny an Allowed Authorization in Consent Manager

To block an app from accessing your data:

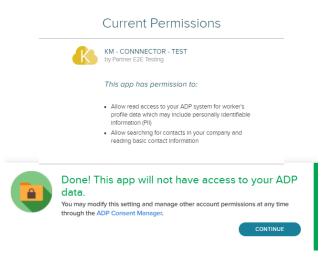
- 1. In a browser, go to https://adpapps.adp.com/consent-manager.
- 2. If prompted, log in with your ADP credentials. The Consent Manager opens, showing requests, allowed, and denied consents for apps you have purchased.

| | | 1 | CANOUAGE: English (US) N |
|--|---|-------------------------|--------------------------|
| Consent Manager | | | |
| Requests for Authorization (0) There are currently to Request for Authorization | | | |
| Denied Authorizations (1) The following applications do not exchange data. To enable date t | bur for on application, select allow | | |
| APPLICATION NAME | ACCESS | SECURITY SETTINGS | UPDATE SETTINGS |
| There are currently no Denied Authoroptions. Allowed Authorizations (1) Review the lat of opplications, die size you boat them all, or remov | 1 the ones you no longer with to have eccess to data. | | |
| APPLICATION NAME | ACCESS | SECURITY SETTINGS | UPDATE SETTINGS |
| KM - CONNECTOR - TEST by Passer GDE Testing | Allow read access to your ADP system for worker's profile data which may include person identifiable intromation (PR). Advances of your company and reading basic contact information Allow sensiting for contacts in your company and reading basic contact information. | MUSY ALLOWED Dec 7 2021 | OCH! |

3. In the Allowed Consents list, find the app that you want to block from accessing your data, and click the **Deny** button for that app. The Current Permissions window appears with an "... are you sure?" message.



4. Click the **I'm Sure** button. A message appears confirming that the app no longer has access to your ADP data.



5. Click **Continue** to return to the Consent Manager.

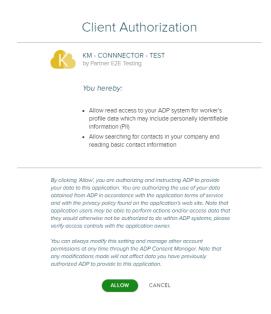
Chapter 4 Allowing a Denied Authorization in Consent Manager

To allow access to a previously denied or revoked app:

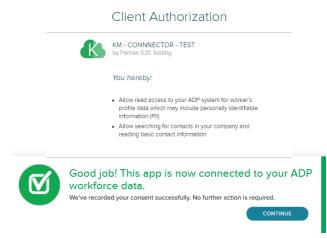
- 1. In a browser, go to https://adpapps.adp.com/consent-manager.
- 2. If prompted, log in with your ADP credentials. The Consent Manager opens, showing requests, allowed, and denied consents for apps you have purchased.



3. In the Denied Consents list, find the app that you want to allow to access your data, and click the **Allow** button for that app. The Consent Request window appears.



4. Click the **Allow** button. A message appears confirming that the app now has access to your data.



5. Click **Continue** to return to the Consent Manager.