

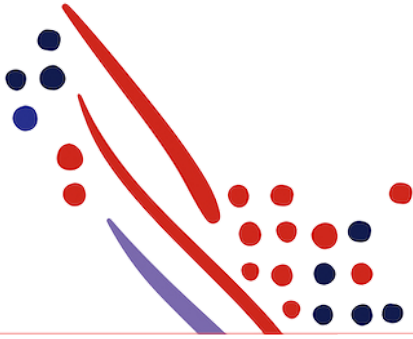
Chapter 2

Developer access and setup

from How To Manage Developers In The ADP
Marketplace Guide

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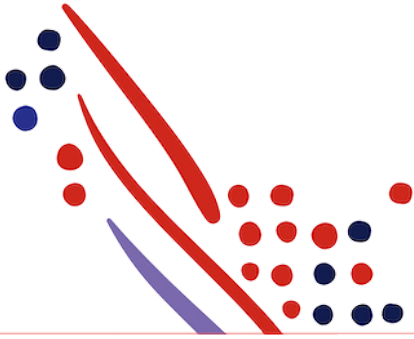
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How to add users (developers) to your partner account using the Developer Self Service Portal

Steps for the New Developer

Developer access and setup

ADP Marketplace provides an ADP account to partners, where they can manage their developers and administrators



Tip

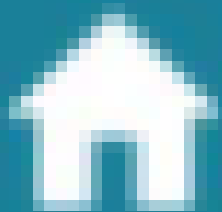
Prerequisite

A member of the partner's team should have been set up as an administrator in ADP NetSecure and provided access as a developer in ADP Marketplace and Developer Self Service Portal

How to add users (developers) to your partner account using the Developer Self Service Portal

With the Developer Self Service Portal you can now add developers to your partner account.

1. In a browser go to <https://adpapps.adp.com/self-service> and login with your partner credentials
2. On the left hand side click on "Members" (If you do not see the "Members" Icon please follow the steps in the link [HERE](#) to create a ticket. Also make sure to choose "Development" as the Partner Phase and in the "Comments" section fill in "Please provide elevated access to the Developer Self-Service Tool" in the ticket.)



Projects



Members





3. Then click on "Add Team Member"

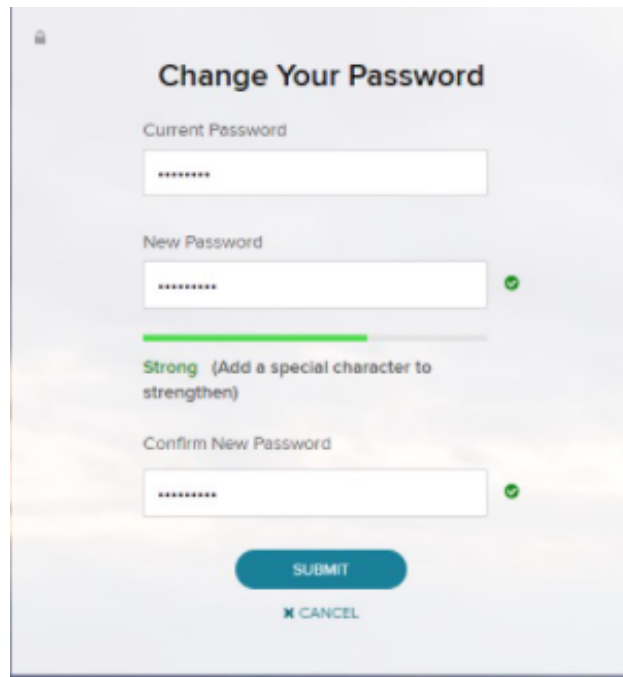
4. Fill out all required fields marked with a red asterisk then click on "Submit"

5. You will be met with a success message and the user you created will now receive two emails. One with their user id and one with their temporary password as well as a link to <https://netsecure.adp.com> to login and change their password

Steps for the New Developer

The next set of steps are what the newly added developers will follow once they receive the two emails from SecurityServices_NoReply@adp.com

1. Log into <https://netsecure.adp.com> and enter the User ID and Tempory Password from the SecurityServices_NoReply@adp.com emails your received and you will be prompted to change your password.

A screenshot of a web form titled "Change Your Password". The form has a light blue background with a subtle cloud pattern. It contains three input fields: "Current Password", "New Password", and "Confirm New Password". The "New Password" field has a green checkmark to its right and a green progress bar below it. Below the progress bar, the text "Strong (Add a special character to strengthen)" is displayed. At the bottom of the form, there are two buttons: a teal "SUBMIT" button and a grey "X CANCEL" button.

Change Your Password

Current Password

New Password

Strong (Add a special character to strengthen)

Confirm New Password

SUBMIT

X CANCEL

2. Once the password is changed you can now use your new Login Credentials to access the following tools:

- ADP US Marketplace <https://apps.adp.com>
- ADP CA Marketplace <https://ca.apps.adp.com>
- Developer Self-Service Portal <https://adpapps.adp.com/self-service>
- Developer Resources <https://developers.adp.com>
- ADP Partner Help Center <https://partnersupport.adp.com>