

Chapter 2

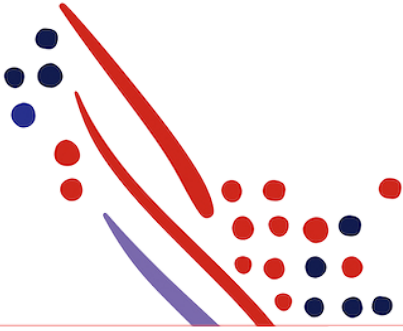
Self-Service Partner Credentials

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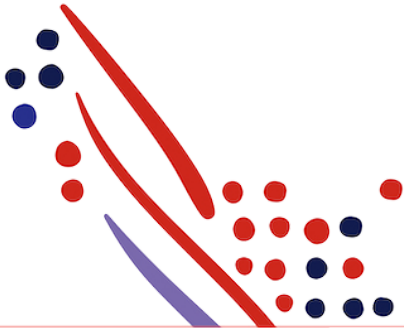
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Marketplace Integrations for Benefit Carriers

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Self-Service Partner Credentials

Introduction

To get started with your integration, you and your team will need to set up your Partner Accounts. Your team will be asked to provide an initial contact to have someone in your organization create the first set of self-service credentials.

To Do Checklist

- Provide your initial user contact information (First Name, Last Name, Phone, Email, Company Legal Name, and Corporate Address)
- You will receive 3 emails (described below)
- Click the "Sign Up Now" button in the Your ADP Account is Ready Email and change your password when prompted.

Welcome Email

This automated email provides steps outlining how to create your integration, an integration checklist, and other Marketplace related content. We encourage you to read this email and the provided links, however, please note that Carrier integrations function differently than a traditional partner integrations, so we recommend familiarizing yourself, but leveraging this guide as the primary instructional source.

Your ADP password was reset email

This is your initial and temporary password, used to log in to the Self Service portal and Marketplace. When you log in for the first time, you will be asked to change this password.

Your ADP account is ready Email

This is your first set of Partner credentials, used to log in to the Self Service portal and Marketplace.