



SELF-REGISTRATION PROCESS
BALTIMORE CITY EMPLOYEE SELF-SERVICE PORTAL

New Website: (<https://my.adp.com>)

EFFECTIVE MAY 6, 2019



Instructions:

1. Once you have acquired a Baltimore City Government or Quasi Baltimore City Government Agency email address, you must email DHR Systems Support at dhrsystems.support@baltimorecity.gov using their Baltimore City Government or Quasi Baltimore City Government Agency email address to request the “Registration Code” for the day. The “Registration Code” changes daily.
2. When you receive the “Registration Code” by email from DHR Systems Support, you must register with the Employee Self-Service Portal on the **same day** you receive the registration code. Otherwise, you will have to request the “Registration Code” again from DHR System Support on the next business day.
3. Go to <https://my.adp.com>
4. Click **FIRST TIME USER? REGISTER NOW**
5. Enter the registration code you received from DHR System Support and click **NEXT**.
6. Click **YES** (*Do you want to set up an account with Baltimore City?*)
7. Identify Yourself: *Enter your First Name, Last Name, full Social Security Number and partial Date of Birth (Month/Day).* Check the “**I’m not a robot**” box and then click **CONFIRM**.
8. If the reCAPTCHA prompt page appears, follow the step by step instructions.
9. Help Us Verify Your Identity: At this step, you may be asked to answer several identity questions based on public records. Then click **NEXT**.
10. Help Us Protect Your Account: Enter your **Baltimore City Government/Quasi Baltimore City Government Agency email address** as your primary email address and at least one telephone number including your mobile phone number. If you wish to receive text messages, please click on the box at the bottom of the page. Click **CONTINUE**. (*Important Note: Personal email accounts are prohibited by Baltimore City.*)
11. Create a password and click **CREATE YOUR ACCOUNT**.
12. Select and answer (3) security questions. Click **CONTINUE**.
13. Your one-time self-registration with Employee Self-Service Portal is complete.
14. An email will be sent to your Baltimore City Government or Quasi Baltimore City Government Agency email address to confirm your registration that will include your assigned User ID.
15. **Save your User ID and Password that was created during the self-registration process. Your User ID and Password will be required to log onto the new Employee Self-Service Portal to access your Pay Information and the New ADP Benefits Enrollment System effective May 6, 2019.**

If you have trouble registering with or logging onto the Employee Self-Service Portal, please contact DHR Systems Support at dhrsystems.support@baltimorecity.gov for assistance.

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Access New ADP Benefits Marketplace Enrollment System

- After you have logged onto the New Employee Self-Service Portal at <https://my.adp.com>, click the **“Your Benefits”** link on the Dashboard to access your Benefits Information.
- You will have access to the following Benefits Information:
 - **Alex, Interactive Virtual Benefits Counselor** – Helps You Decide What Benefits To Elect
 - **Save Time & Upload Your Documents Here!** – Upload Required Documentation for Newly Added Dependents & Qualified Life Events
 - **Forms & Plan Documents** – View & Print Benefit Plan Brochures & Rates
 - **Healthcare Provider Links** – Access to Health Provider Websites & In-Network Provider Directory
- **Current Benefits** – View & Print Your Current Benefit Elections & Covered Dependents Summary
Report a Qualifying Change such as Marriage, Birth, Adoption, Divorce, Loss Other Coverage, etc.