



Secure Email – Client User Quick Reference

To Create Your ADP Secure Email Account:

When you receive your first secure email from ADP:

Open email message in Inbox	Displays attached HTML file
Open attached HTML file	Displays Read Message screen
Click Read Message	Displays Create your Secure Email ID screen
<ul style="list-style-type: none"> • Enter your Name • Create your Password • Verify your Password • Choose a Recovery Question • Enter your Answer • Click Continue 	<ul style="list-style-type: none"> • This will be your account name • Enter your password • Enter your password again • Choose from the Drop-Down list • You will use this when you want to change your password • Displays Check your Email screen
<ul style="list-style-type: none"> • Check your email Inbox • Open the Account Creation email • Click on the link 	<ul style="list-style-type: none"> • Look for an email with Subject: Account Creation • Displays Read Your Secure Message link • Decrypts and displays your original secure email message

To Read a Secure Email:

Open email message in Inbox	Displays attached HTML file
Open attached HTML file	Displays Read Message screen
Click Read Message	Displays Sign In screen
Enter Password , click Sign In	Displays decrypted message
<ul style="list-style-type: none"> • To Reply to a secure email: • Click Reply or Reply to All button • Attach file to message (optional) • Compose reply message 	<ul style="list-style-type: none"> • Displays Compose screen (with recipients' names) • Click Choose File to browse for files (10 MB max message and files) • Click Send Secure to send reply message
<ul style="list-style-type: none"> • To Forward a secure email: • Click Forward button • Enter recipient names in TO: or Cc: • Attach file to message (optional) • Compose forward message (optional) 	<ul style="list-style-type: none"> • Displays Compose screen • Enter at least one ADP.com email address to send via secure email • Click Choose File to browse for files (10 MB max message and files) • Click Send Secure to forward message

To Initiate a Secure Email:

Go to Secure Email Sign In URL: https://voltage-pp-0000.adp.com/login	Displays Email Address Sign In screen
Enter Email Address , click Sign In	Displays Password Sign In screen
Enter Password , click Sign In	Displays Compose screen
<ul style="list-style-type: none"> • Enter recipient names in TO: or Cc: • Attach file to message (optional) • Compose message 	<ul style="list-style-type: none"> • Enter at least one ADP.com email address to send via secure email • Click Choose File to browse for files (10 MB max message and files) • Click Send Secure to send message

To Change Your Password:

Click Forgot your password?	Displays Password Recovery screen
<ul style="list-style-type: none"> • Enter Answer, click Continue • Enter new Password • Confirm new Password • If you want a new Recovery Question • Click Continue 	<ul style="list-style-type: none"> • Displays Change Password screen • Enter your new password • Enter the new password again • Choose new Recovery Question, enter Answer (optional) • Password changed; use new password to Sign In next time

Refer to the "ADP Secure Email Client User Guide" for complete usage information