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ADP Secure Email Client User Quick Reference

To Create Your ADP Secure Email Account:

Note: You must first receive a secure message from an ADP associate. This will allow you to create your ADP SecureMail account.

When you receive your first secure email from ADP:

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| Open email message in Inbox | Displays attached HTML file |
| Double click 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 • Click Continue | <ul style="list-style-type: none"> • This will be your account name • Enter your password • Enter your password again • Displays decrypted message |

To Read a Secure Email:

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| Open email message in Inbox | Displays attached HTML file |
| Double click attached HTML file | Displays Read Message screen |
| Click Read Message | Displays Sign In screen |
| Enter Password , click Sign In | Displays decrypted message |
| <p>To Reply to a secure email:</p> <ul style="list-style-type: none"> • 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 |
| <p>To Forward a secure email:</p> <ul style="list-style-type: none"> • 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 (25MB max message and files) • Click Send Secure to forward message |

To Initiate a Secure Email:

Note: You must first receive a secure message from an ADP associate. This will allow you to create your ADP SecureMail account.

Go to **Secure Email Sign In** URL:

- <https://voltage-pp-0000.adp.com/login>
- <https://voltage-pp-0000.adp.com/login/br/ADP-CZ-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-NL-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-FR-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-DE-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-IT-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-PL-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-BR-1>
- <https://voltage-pp-0000.adp.com/login/br/ADP-ES-1>

- Displays **Email Address Sign In** screen in English
- Displays **Email Address Sign In** screen in Czech
- Displays **Email Address Sign In** screen in Dutch
- Displays **Email Address Sign In** screen in French
- Displays **Email Address Sign In** screen in German
- Displays **Email Address Sign In** screen in Italian
- Displays **Email Address Sign In** screen in Polish
- Displays **Email Address Sign In** screen in Portuguese
- Displays **Email Address Sign In** screen in Spanish

| | |
|---|---|
| Enter Email Address , click Sign In | Displays Password Sign In screen |
| Enter Password , click Sign In | Displays Compose screen |



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|---|---|
| <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 (25MB max message and files) • Click Send Secure to send message |
|---|---|

To Change Your Password:

| | |
|--|---|
| Click Forgot your password? | Sends Password Reset Email to you |
| <ul style="list-style-type: none"> • Click on link in password reset email • Enter new Password • Confirm new Password • Click Continue | <ul style="list-style-type: none"> • Displays Change Password screen • Enter your new password • Enter the new password again • Password changed; use new password to Sign In next time |

Refer to the [ADP Secure Email Client User Guide](#) for complete usage information