Tax & Financial Services

# TotalPay<sup>®</sup> iNET Web Site User Guide (For Employers)

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## I. INTRODUCTION

Welcome to ADP's TotalPay<sup>®</sup> iNET Web site (<u>https://tpinet.adp.com</u>). TotalPay iNET Web site provides you the ease and convenience of using your personal computer to manage your ADPChecks and ADP Full Service Direct Deposit. You will be able to request stop payments on ADPChecks, request reversal/deletion of Employee Full Service Direct Deposit, order copies of paid ADPChecks, review the status of these requests, and view the Uncashed Items and Refunded Items report.

This guide will familiarize you with the services available on the TotalPay iNET Web site so you manage ADPChecks and FSDD for your employees.

## SCREEN PRINTS

All screen prints are for illustration purposes only.

## **SUPPORT**

For support on TotalPay iNET, please contact your Client Service Representative.

## SYSTEM REQUIREMENTS

The TotalPay iNET Web site supports Windows 2000 and XP, and Internet Explorer 6.0 or above.

## II. GETTING STARTED

## A TWO-PART PROCESS

There are actually two sections within the TotalPay iNET Web site. The first is the security feature from Netsecure that will recognize you as a valid user when you log on to the TotalPay iNET Web site.

If you are a new user to ADP's Internet Security Infrastructure (ISI), you will receive an e-mail notification, which provides the information to register and download a digital security certificate in order to access the Netsecure (<u>https://Netsecure.adp.com</u>) and TotalPay iNET (<u>https://tpinet.adp.com</u>) Web sites. See "Downloading Your Digital Certificate" in section IV of this guide.

If you are an existing ISI user, you will not receive an e-mail notification; however, your Client Service Representative will contact you when the TotalPay iNET product is established for your use. You will use your current digital certificate to access Netsecure (<u>https://Netsecure.adp.com</u>) and TotalPay iNET (<u>https://tpinet.adp.com</u>). Proceed directly to Section V, "Logging into the TotalPay iNET Web Site."

## OVERVIEW OF ADP INTERNET SECURITY

ADP's Internet Security System, Netsecure is the system that controls access to ADP's Internet products. It provides user authentication, single sign-on, and centralized user management. This means that secure user access to all ADP Internet products can be set up and managed within one application. Users only have to register once, and all ADP Internet products share the same registration and login ID.

## III. CLIENT MASTER SETUP IN NETSECURE

**NOTE**: This section is for the Client Master only. If you are not a Client Master, skip to "Downloading your Digital Certificate" in section IV of this guide.

The Client Master is the highest level assigned in ADP's Internet security system, Netsecure The Client Master is the administrator for your company and can perform all functions.

Once you are set up on the Netsecure Web site and the TotalPay iNET Web site, you can go directly to the site at <u>https://tpinet.adp.com</u> to manage TotalPay iNET for your company.

## **IV. DOWNLOADING YOUR DIGITAL CERTIFICATE**

You must download a digital certificate before you can log into the Netsecure Web site (<u>https://Netsecure.adp.com</u>) or the TotalPay iNET Web site (<u>https://tpinet.adp.com</u>). Perform the following procedure on the PC you will use to set up and manage users. Your digital certificate is valid for two years. If you are a new ISI user, you will receive an e-mail notification, including instructions for renewing your certificate, 60 days before the expiration date. If you are an existing ISI user, you will not receive an e-mail notification; however, your Client Service Representative will contact you when the TotalPay iNET product is established for your use.

1. Open the confirmation e-mail you received from ADP. (See sample below. Keep in mind that the URL referenced in the message below is for illustration only.)

Help Logout	Message from Sender		
	Message Redirected by Tumbleweed MMS.		
	Welcome! You have been enrolled in ADP's Internet services. You must register to receive a digital certificate, secure user ID, and		
	password. These credentials are required to access various ADP Internet products. Follow the instructions below to complete your registration.		
	If you have any questions or encounter problems during your registration, please contact the Human Resource or Parroll representative at your company for		
	prese construe and an resource of raying representative at your company for assistance.		
	Alex Jones - Personal Information	<b>-</b>	
	Access Code = YVDGYtF	Exar	npie of User ID
	Personal Challenge Phrase = This is the secret question and answer that you gave to the Security Administrator when you enrolled.		
	INSTRUCTIONS	Г	
	Please go to https://netsecure.adp.com/pages/pub/register2.jsp		Example of URL.
	2. Copy and paste your User ID and Access Code from above into the registration	screen.	
	3. Follow the instructions on the site.		
	Save Message	Text	

- 2. Click the URL in the e-mail or enter it in your browser to go to the registration page (shown on page 5). **NOTE**: You may receive a security alert before this page appears. If you do, click **Yes** to continue.
- 3. Copy and paste the User ID and Access Code from the confirmation e-mail. **Note:** The Access Code is sensitive to both spaces and case. Do not copy any spaces with the Access Code.
- 4. Select the security question (Challenge Prompt) you agreed on with your ADP Implementation Specialist, and enter your answer. Remember, your answer (Challenge Response) is case sensitive.

- 5. Create a password for your account. Password rules are as follows:
  - Your password must be between eight and twenty characters and contain at least one alpha and one numeric character.
  - Your password is case sensitive.
  - You can use special characters and spaces in your password.
  - You cannot repeat any character more than four times. For example, AAAAAA11 is not allowed.
  - Your password will expire in six months, at which time you will be prompted to select a new one. That password change will be effective immediately.
  - When changing your password, you cannot repeat a previous password. The system will retain a history of your last four changed passwords, and you cannot reuse them. Temporary reset passwords will not be part of the password history.
- 6. Click **Submit** to download your certificate.

	regise acon	
Important: lie sure to request your certific on more than one computer - f	ate on the same computer on which you plan to slow the instructions to copy your certificate be	use your certificate. If you need to use the certificat tween computers.
User's Identity Enter your Registration ID, Registration pass to fill in the certificate.	word. This information will be used to verify your	identity and to obtain information from the directory
0.00		
Enter the one time Registration Access Code	h-	
Inter the Challenge Prompt and Response th	at you chose.	
Challenge Prompt:	What was your tevorite childhood pel's name?	
Challenge Response:		
Select a password for your account.		
Received must be a minimum of 8 disracters and	contain at least one Halte and one Numero character-	
Patrword		

**NOTE:** After you click submit, you may receive several security alerts similar to the one below before the Congratulations page appears. If you do, click **Yes** as many times as is necessary to continue.

Securit	y Alert 🛛 🔀						
<mark>₽₽</mark>	Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.						
	The security certificate is from a trusted certifying authority.						
	The security certificate date is valid.						
	The name on the security certificate is invalid or does not match the name of the site						
	Do you want to proceed?						
	Yes <u>N</u> o ⊻iew Certificate						

Potentia	al Scripting Violation
1	This Web site is requesting a new certificate on your behalf. You should allow only trusted Web sites to request a certificate for you. Do you want to request a certificate now? Yes
Potentia	I Scripting Violation

This Web site is adding one or more certificates to this computer. Allowing an untrusted Web site to update your certificates is a security risk. The Web site could install certificates you do not trust, which could allow programs that you do not trust to run on this computer and gain access to your data.

Do you want this program to add the certificates now? Click Yes if you trust this Web site. Otherwise, click No.

(es	No

The Congratulations screen below will appear. A digital certificate has now been successfully downloaded to your PC and your password is set. You are now ready to log in to ADP Internet Security or the ADP Internet product your company is using. See the Logging In to ADP Internet Security section for information on how to access the security site. Refer to your product documentation for information on how to access and use specific products.



**Note**: You can export your certificate to a diskette or CD-ROM to keep as a backup in case your computer crashes. Be sure to keep the diskette or CD-ROM in a secure location. You can also import your certificate to another computer from the diskette or CD-ROM. For more information, see "<u>How do I manage my digital certificate?</u>" in the online help section of the Netsecure Web site.

## V. LOGGING IN TO THE TOTAL PAY INET WEB SITE

Once you have completed the Netsecure installation and downloaded your digital certificate, you can access the TotalPay iNET Web site. To access the TotalPay iNET Web site, follow these steps:

1. Open a browser and go to <u>https://tpinet.adp.com</u>. The following Security Alert window may appear. Click **Yes**.



2. The Choose a Digital Certificate window will appear. Click the appropriate certificate and then click OK. If you have forgotten your User Name, click the **View Certificate** button.

Thoose	a digital certificat	• 20
Identif	ication The Web site you wa identification. Please	nt to view requests choose a certificate.
	Name	Issuer
	Mei Patterson Mei Support1 Mei Patterson1 Mei Support	ADP Certificate Manager ADP Certificate Manager ADP Certificate Manager ADP Certificate Manager
		More Info
		OK Cancel

The Certificate screen will appear. Click the **Details** tab.

eneral Details Certification	Path	
how: CAD	×	
Field	Value	^
Version	V3	
E Serial number	00 b1	
Signature algorithm	ndSRSA	
Issuer	ADP Certificate Manager, Empl	-
Valid from	Thursday, August 11, 2005 10	
Valid to	Friday, August 11, 2006 10:5	
Subject	Msupportipado, Mei Support,	
Epublic key	R54 (1024 BKs)	1
	Edit Desearcher	
	Eac Propercies Copy to Pile	-
		_

a. Click the **Subject** field. Your certificate information will appear in the lower box.



b. The Choose a Digital Certificate window will appear. Click the appropriate certificate and click **OK**.

Choose a	digital certificat	0	? 🗙	
Identific	cation The Web site you wa identification. Please	nt to view requests choose a certificate.		
	Name Mei Patterson Mei Support1 Mei Patterson1 Mei Support	Issuer ADP Certificate Manager ADP Certificate Manager ADP Certificate Manager ADP Certificate Manager		
		More Info ) (Yew Certific	ste	Click <b>OK</b> .

The Enter Network Password window shown below will appear.

- 3. Paste your User Name in the appropriate field (you copied it on the Certificate window). To paste the User Name, press and hold the Control key and then press the V key.
- 4. Type in your Password. Click the **OK** button.

Enter Netw	ork Password			21×
?>	Please type y	our user name and p	oassword.	
	Site:	netsecurequicred	2.nj.adp.com	
	Realm	[13:49:24:4667]		
	User Name	-		
	Password			
	E Save this p	assword in your pas	sword list	
			OK	Cancel

The Welcome to TotalPay iNET screen shown below will appear.

AD2		Hana Ed
MopPayments Check Copy Request FSDD Deletes Rep	earts Examplement	TotalPay iNET
Welcome to To hilPay INET		
Welcome to ADP TotalPay IRET ADP's TotalPay IRET mains it easy for you'to manage your ADPOtecks and Full Service Des Plaquett a stop payment on an ADPOteck(s) Plaquet a revents of redeform of an FSDO ten Online copies of ADPOtecks that have already teen paid Revene the status of these requests Plaquet the status of these requests Plaquet the status of these requests Revene these requests Revene the status of these requests Revene these revenests Revene the status of these requests Revenests Revenes	nt Deposite (FSDO). Fran your computer you can	
Stop Psyments	ADP Check Copy Request	
Please choose a function below:	Please choose a function below:	
Stop Payment on an ADPCheck that has not yet been presented for payment	Firewest copy(s) of paid ADPChecks	
<ul> <li>Range, of Stop Payment</li> <li>Stop Payment for a range of ADPChecks that have not been presented for payments</li> </ul>	View Check Copy     View ADPOneck Copy requests	
View Stop Payment requests     View the status of Stop Payment requests		
Employee Full Service Direct Deposit (FSDD) Reversal Deletion	Reports	
restate choose is function below:     • ESDO Deliste     ReverseZelete a processell engliques Put Service Servic Deposit	Please choose a function below:     Encorts     Uncashed tems Report, Ferfunded Reports, Both	
View the status of reversal/detion request		

You are now successfully set up in both the Netsecure and the TotalPay iNET Web site. From this page, you can do the following:

- Request stop payments on your ADPChecks
- Request reversal/deletion of employee FSDD items
- Order copies of ADPChecks that have already been paid
- Review status of these requests
- Request the Uncashed Items and Refunded Items report

## MANAGE USERS

This section discusses how to set up and manage the Web site users you select for the TotalPay® iNET Web site. As a security feature, there are multiple user account levels in both the Netsecure and the TotalPay iNET Web sites. You can decide how many users to create and what level to assign to each user. A detailed description of each user level is available on the next page.

## **User Accounts**

Assign user account levels in both the Netsecure and TotalPay iNET Web Sites based on the following matrix and user descriptions:

Netsecure User Level	Create Security Admins	Create Product Users	User Name/ Password Maintenance	View/Edit Personal User Profiles	TotalPay® iNET Web Site User Level
Client Master	Х	Х	Х	Х	TPiNetClientAdmin
Admin		Х	х	х	TPiNetAdmin
User				х	TPiNetUser
Report User				Х	TPiNetReportUser

#### **Netsecure Web Site User Levels**

#### TotalPay® iNET Web Site User Levels

Netsecure User Level	Client Master or Security Admin	Product User	Report User
TotalPay® iNET Web Site User Level	TPiNetClientAdmin	TPiNetUser	TPiNetReportUser
Task			
Create Admin, Product, and Report Users	х		
Manage	Х		
Reset User Password	Х		
Submit FSDD reversal/deletion request	Х	Х	
Submit ADPCheck stop payment request	х	х	
Submit ADPCheck copy request	Х	Х	
View status of request	Х	Х	
Submit request for report	Х	Х	Х

## Netsecure Web Site User Levels

The following is a description of the user levels that can be assigned in the Netsecure Web site.

#### **Client Master**

The Client Master is set up by ADP and can create Security Admins and Web Site Users. The Client Master can also oversee day-to-day requests for user name or password maintenance (e.g., password resets).

#### **Security Admin**

The Security Admin can only create Product Users. The Security Admin can also oversee dayto-day requests for user name or password maintenance (e.g., password resets).

#### Product User

The Product User can edit his or her personal profile; however, he or she cannot create any other users.

#### **Report User**

The Report User can edit his or her personal profile; however, he or she cannot create any other users.

## TotalPay iNET Web Site User Levels

## The following is a description of the user levels that can be assigned in the TotalPay iNET Web site.

#### **TPiNetClientAdmin**

TPiNetClientAdmins are set up by ADP. This user role can create and administer TPiNetAdmin, TPiNetUser and TPiNetReportUser user accounts for the parent company, and any additional company/payroll codes.

#### **TPiNetAdmin**

TPiNetAdmin are set up by the TPiNetClientAdmin. This user role can create and administer TPiNetUser and TPiNetReportUser user accounts for the parent company, and any additional company/payroll codes. They can also submit requests for FSDD reversals/deletes, ADPCheck stop payments, ADPCheck copies, and reports.

#### **TPiNetUser**

TPiNetUser are set up by either the TPiNetClientAdmin or the TPiNetAdmin. They can submit requests for FSDD reversals/deletes, ADPCheck stop payments, ADPCheck copies.

#### TPiNetReportUser

TPiNetReportUser are set up by either the TPiNetClientAdmin or the TPiNetAdmin. They can submit requests for reports.

## How to Add a User

If you are the Client Master or Security Admin in Netsecure for your company, you can create additional users (general users and/or report users) for the TotalPay iNET Web site. You must first create a digital certificate in Netsecure and set up the user in the TotalPay iNET Web site. For more information on digital certificates, please visit ADP's Netsecure Web site (https://Netsecure.adp.com).

**Important**: Pop-up blockers may interfere with the display of valid pop-up screens (confirmations, forms, reports). ADP recommends that you disable pop-up blockers or set up your pop-up blocker to allow pop-ups for this site.

Here are the simple steps to add/delete and manage users for your company:

- 1. Go to the Netsecure Welcome page (https://Netsecure.adp.com).
- 2. On the Welcome page, click Login.



3. In the Client Authentication window, select your certificate and click **OK**.



4. In the "Network Password" window, enter your User ID and password. When done, click **OK**.

Enter Netw	vork Password		2 ×	
*	Please type Site Realm User Name Password	your user name and password. netsecuregacred2 nj.adp.com [19.52:55:5737] password in your password list OK	Cancel	<b>NOTE:</b> This check box is disabled for ADP Internet products as an added security measure. You cannot select this option.

- 5. The Netsecure home page for your company is displayed. From the home page, the Client Master or Security Admin can manage the Netsecure Web site users for their company.
- 6. In the top navigation bar, click **Users > Add**. The "Add User > Enter User" Info screen will appear.

0·0·2 2 (	A P * 0 2.30			A + 9 ×
R Netsecure	UserID : ne agratier sondtade	Security Role : Service Center Admin	Reports   Resources   Hole   H	Account   Logovi
	encer and the same to be the	Frequent Tasks	Select an Action 🔛 for user ID	60
Users Clere's	San Diman			June 19, 2006
Add Find	Welcome to NetSecu Test have been successf • liters: Add there and the picture of the test and If you are here to Bellow and thank you! Thank you!	re ISI security management tool! why hegged to and can new: d users to review, middly to delete user profile research, and assays profile. find Clents to review, middly or delete there pro- contribute or Reset a Research for a user, on to	ts removal offices the	
			A	

Enter the user's information. Fields with an asterisk (\*) are required. When you finish entering the user's information, click **Next**. This will take you to the next section, where you will assign User Profiles.

NetSecure - Microsoft Internet Explorer provided by Distributed Systems Engineering REEE	
Add User > Enter User Info	
* - Sequered Field  * First same  * First same  * First same  * Security Guestian 51  * Security Rate * Securi	Security Role Select Product User if you are creating a TPiNetUser or TPiNetReportUser. Select Security Admin if you are creating a TPiNetAdmin. NOTE: If you do not see the Security Role box, the user will be set up as Product User.
Albernate Plane Namber Cell Number	
BACK HEIT CANCIL -	

## Assigning a Profile to the User

After you enter a new user's information, you must assign a profile to the user. The ADP Service Center Administrator will create the default profile for each Internet product your company uses. This profile provides access to all authorization codes and should be assigned to Client Masters and Security Admins. A profile consists of an Internet product and a user level. Product profiles allow you to control user access to ADP Internet products.

1. The Assign User Profiles screen lists the profiles for the TotalPay iNET Web site.

a https://isiweb.nj.adp.com	n - Netsecure - Microsoft Internet Do	plorer 📳 🗉	
Add Users > San Dima	s > Assign User Profiles	Step 3 of 4 ; substep	1
Assign Profiles for			
Available	Profiles	Assigned Profiles	
TPINet, TPINetAdmin default pro TPINet, TPINetReportUser default profi	rie:TPNetAdmin # profile:TPNetReportUser le:TP0letUser	Sele assi mov	ect the profile you want to gn to the user and click >> to e it to the Assigned Profiles
IMPORTANT			
When you assign a profile to a new user, the only two roles available are TPiNetAdmin,			
TPINetReportUser, or TPiNetUser.	SKP TH	IS STEP CANCEL	1
	-		9
<ul> <li>Done</li> </ul>		🔒 🐨 Internet	

**IMPORTANT:** Select only one profile per user!

If you set up the user's Security Role as Product User on the "Add User > Enter User" Info screen, you should select either TPiNetUser or TPiNetProductUser.

If you set up the user's Security Role as Security Admin on the "Add User > Enter User" Info screen, select the TPiNetAdmin profile.

Refer to the "<u>Netsecure User Levels</u>" and "<u>TotalPay iNET Web Site User Levels</u>" matrix under the Manage Users section to determine what level you want to assign to each user.

#### 2. Click Assign Profile

Add Users > San Dimas > Assign User Profile: Assign Profiles for	S Step 3
Available Profiles	Assigned Profil TPNet TPNetAdmin default profile
TPNet TPNetUber dofout profile TPNetUber	IMPORTANT You can assign more than one profile to a user. This means that one user may have both a TPiNetUser profile and a TPiNetReportUser profile.
ASSIGN PROFILE	CARCEL

3. The Profile Has Been Saved message will appear. Click **Move to the Next Step** to continue the setup process.



A window that contains a link to the TotalPay iNET Web site will appear as shown below.

4. Click the ADP TotalPay iNET Web site link.



- 5. If the Security Alert window appears, click Yes.
- 6. The Add User page on the TotalPay iNET Web site will appear.

7. Select the appropriate Branch/Company Code(s). To select multiple Branch/Company Codes, using the Shift key, highlight each item and click the double right arrow button. Once you have assigned the branch and company codes, click **Submit**.

Add User		
User information		
Client D: 157D User D: Minte	Select the appropriate Branch/Company Codes and	
Select Branch/Company Monnation Available List	click the arrow button.	
04.A02 (04.AA3 EA-BQ7		
6	<	
Sulamit 🗧 Reset		

- 8. Click **Exit** to sign off and close the browser.
- 9. After you log out, the window shown below should still be open. Click Next.



10. The User Successfully Added message will appear. Click **I'm Finished** if you do not need to add any additional users, or click **Add Another User** if you want to add additional users. (Note: Selecting the latter option will take you back to step 1 of "Adding a Profile User.")

[	User successfully The user ID is 7MPatterson3	added. @TSTEMD'.	1
	The Security Role is 1	Jser*.	
l	ADD ANOTHER USER	I'M FINISHED	

## **Added User Completion**

A confirmation of enrollment e-mail will be sent to the new user and will contain a User ID and Access Code, as well as the URL for the Netsecure registration page.

After the user has been set up by the Client Master or Security Admin, the user will follow the same process that you used to download a digital certificate (this is a one-time process).

Once the digital certificate has been successfully downloaded, the user will be able to access the TotalPay iNET at <a href="https://tpinet.adp.com">https://tpinet.adp.com</a>.

## **Reset User Password**

There are two separate procedures (based on the user level) for resetting a password.

#### Reset a TPiNetClientAdmin Password

If the TPiNetClientAdmin password needs to be reset, the TPiNetClientAdmin should contact the company's designated Client Service Representative to have the password reset.

#### Reset a TPiNetAdmin, TPiNetUser or TPiNetReportUser Password

The TPiNetUser or TPiNetReportUser should contact their TPiNetAdmin or TPiClientAdmin to have their password reset.

The TPiNetAdmin should contact their TPiNetClientAdmin to have their password reset.

Below are the steps that the TPiNetAdmin or TPiNetClientAdmin must perform to reset a user password:

- 1. Log into the Netsecure Web site at https://Netsecure.adp.com
- 2. Click the Find User button
- 3. Enter the user's first name followed by an asterisk (e.g., John\*)
- 4. Click Search
- 5. Click the user's name
- Click Reset Password NOTE: A system generated e-mail containing a temporary password will be sent to the user. When the user logs in with the temporary password, they will be prompted to select a new password.
- 7. Log out of the Netsecure Web site

## VI. MANAGE YOUR DIGITAL CERTIFICATE

## EXPORT YOUR DIGITAL CERTIFICATE

If your computer crashes or if you receive a new computer, your digital certificate may be lost. For that reason it is good practice to "export" your digital certificate; it can be stored on a floppy disk, CD-ROM or network drive. Once your certificate is exported, you can "import" whenever necessary.

- 1. From the Internet Explorer menu bar, go to Tools > Internet Options > Content.
- 2. Click Certificates. Your certificate will display.



3. Highlight your certificate and click **Export**. The Certificate Export Wizard window will display.

ed to	Dearity	E-philling	Friendy fame
dros mith	Herdige Case 2 Ordit	W11/2005	(dame)
Costanza?	KP Celtrate Tenace	0/14/2008	chareo
-   tu	rt Annive		

4. Select Yes, export the private key radio button. Click Next.



5. Select the options noted on the screen below. Click **Next**.

Entilicate Export Wizard Export File Format	×
Certaricades can de exported in a variety or nie ronnacs.	_
Select the format you want to use:	
C DER entitled binery X.COP (.CCR)	
C Base-64 encoded X.509 (.CER)	
<ul> <li>Crystop addit, Message System Standard – PKCS #7 Certificates (JP76)</li> </ul>	
Include all certificates in the certification path if penable	
Personal Information Exchange - PKCS #12 (.PFX)	
Include all certificates in the certification path if possible	
Enable strong protection (requires IE 5.0, NT 4.0 SP4 or above)	
Delete the private key if the export is successful	
	4
< Back Next > Cancel	

6. Create a password or leave it blank. Click Next.

Type and confirm a password	í.		
Password:			
1			
Confirm password:		-	

7. Type in or browse to where you would like to save your certificate and give it a file name. Click **Next**. (For example, below the file is saved directly to a network drive. It is named "lisaadpcert." The .pfx extension is automatically added.)

8. Click **Finish**.

	Completing the Certificate E Wizard You have successfully completed the Certificate wizard.	xport Export
0	File Name Export Keys Include all certificates in the certification path File Format	G:\AUT Yes No Person-
		ы
	< Back Finish	Cancel

9. A confirmation window will display. Click **OK.** 



## IMPORT YOUR DIGITAL CERTIFICATE

1. From the Internet Explorer menu bar, go to Tools > Internet Options > Content.



- 2. Click Certificates. Certificates may or may not be displayed.
- 3. Click Import.

usued To	Issued By	Expensio	Friendly Name
Alex Jones ADP Exp	Automatic Data Proce	11/23/2006	<none></none>
andrea smith	VertSign Class 2 OnSk	9/11/2005	dianes
Prelen Harris	VertSign Class 2 OrSit	11/14/2005	-dione>
Lisa Costanze	ADP Certificate Manager	8/17/2005	<none></none>
port	Amer		Advia
the second second			
thicate intended purpos			

- 4. Click **Browse** and navigate to where you saved the certificate. The directory path\file name will appear in the File Name field.
- 5. Click Next.

to Import Specify the file you want to import. File name: G:\AUTOTAX.SDO\U.8H\\isa-adpcert.pfx	cate Import Wizard		
Specify the file you want to import.  File name:  G:\AUTOTAX:SDO\L8H(Isa-adpoent.of x  Browse  Rote: More than one certificate can be stored in a single file in the following formats:  Personal Information Exchange: PKCS #12 (.PFX, P12)  Cryptographic Message Syntax Standard: PKCS #7 Certificates (.P78)  Microsoft Second Certificate Cone (.SST)	e to Import		
File name: G:\AUTOTAX.SDOU.8Hi\sa-adpoent.pfx Browse Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange: PKCS #12 (.PFX, .P12) Cryptographic Message Syntax Standard: PKCS #7 Certificates (.P78) Microsoft Second Certificate Store (.SST)	Specify the file you want to import.		
G:\AUTOTAX:SDO\[L8H] isa-adport.pfx Browse Note: More than one certificate can be stored in a single file in the following formats: Personal Information Exchange: PKCS #12 (.PFX, .P12) Cryptographic Message Syntax: Standard: PKCS #7 Certificates (.P78) Microsoft Second Certificate Doce (.SST)	File name:		
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Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P78)	Personal Information Exchange- PKCS #	12 (.PFX, .P12)	
Minnerft Savishad Cartificate Store / SST)	Cryptographic Message Syntax Standard	- PKCS #7 Cert	tificates (.P78)
recourt benatied centrate store (.551)	Microsoft Serialized Certificate Store (.55	<b>5T)</b>	
		< Back	Next >   C
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6. If you applied a password to your certificate when you exported it, type in your password. Check the **Mark the private key as exportable** box and click **Next**.

Certificate Import Wizard	×
Password To maintain security, the private key was protected with a password.	
Type the password for the private key.	
Password:	
Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.	
Mark the private key as exportable	
< Back Next >	Cancel

7. Select the "Automatically select the certificate store based on the type of certificate" radio button as noted below. Click Next.

cate Import Wizard	
stilicate Store	
Certificate stores are system areas	where certificates are kept.
Windows can automatically select a	e certificate store, or you can specify a location for
Automatically select the cert	Ficate store based on the type of certificate
C Place all certificates in the fo	allowing store
	1944 March 1944
	K DOCK NEXT 2 Card

8. Click Finish.

Certificate Import Wizard	Completing the Certificate Import Wizard You have successfully completed the Certificate Import wizard. You have specified the following settings:	
	Certificate Store Selected Content File Name	Automatically determined by t PFX G:\AUTOTAX_SDO\L8H(ka+ac
	< Back	Finish Cancel

9. A confirmation window will appear. Click OK.



## VII. GLOSSARY OF TERMS

### **Client Master (Netsecure)**

The first person entered into ADP's Internet Security System, Netsecure is considered the Client Master. The Client Master will be the company administrator and will have the ability to add/delete users, change passwords, and reissue certificates. The Client Master can add/delete Client Admins and Product Users.

### **CSV (Comma Separated Values)**

A type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems are able to import and export comma-delimited data.

### **Digital Certificate**

A digital certificate is used to create a signature confirming that the macro or document originated from the signer, and the signature confirms that it has not been altered.

#### **Netsecure Web Site**

Netsecure is a delegated administration Web site that provides functions of managing users' privileges to access ADP Internet services in your company.

### New Administrator/User Form

The Client Master can use this sample form to gather information to add users to the TotalPay iNET Web site for your company.

### **Product User**

User authorized by the Client Master or Client Admin to submit and view status of requests for ADPCheck stop payment, FSDD deletion/reversal, and ADPCheck copy.

### **SecureMail**

SecureMail encrypts outgoing e-mail transmissions with sensitive or confidential data. A onetime setup process is required to retrieve secured e-mail messages.

### SSL (Secure Sockets Layer)

A protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a private key to encrypt data that is transferred over the SSL connection. Both Netscape Navigator and Internet Explorer support SSL.

### **TPiNetAdmin (Netsecure)**

User authorized by the Client Master to add/delete users, change passwords, or reissue certificates.

### TPiNetClientAdmin

Only ADP can create a TPiNetClientAdmin. The TPiNetClientAdmin can manage all users and can create TPiNetAdmin, TPiNetUser, and TPiNetReportUser, reset passwords, and process ADPCheck stop payment, FSDD deletion/reversal, ADPCheck copy requests, and report requests.

### **TPiNetReportUser**

These users can view status of requests for ADPCheck stop payment, FSDD deletion/reversal, ADPCheck copy requests, and run reports.

#### TPiNetUser

These users can process and view status of ADPCheck stop payment, FSDD deletion/reversal, ADPCheck copy requests, and report requests.

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