

### **How to Register eTime separately**

Go to <https://portal.adp.com>

Click "First Time Users Register Here"

To the right of "Already Registered?" click "Add a Service"

Enter your user name (something like JSMITH@USG) and your password.

Select "Add" (to the right of the "Enterprise eTIME" line)

Enter your Employee ID number and click "Submit". (If you don't know your ADP Employee ID number you can find it here: [https://banner.northgeorgia.edu/pls/prod/HRS\\_F01\\_PKG.find\\_employee\\_id](https://banner.northgeorgia.edu/pls/prod/HRS_F01_PKG.find_employee_id))