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| C:\Users\amittal\Documents\Deloitte\Projects\Genzyme\ShutterStock Images\shutterstock_40548772.jpg  ADP Employee Self-Service GlobalView ESS  Mobile App Registration  Quick Reference Guide | **Audience:**  All Employees  **Objectives:**  Understand the registration process for the GlobalView ESS Mobile App. |

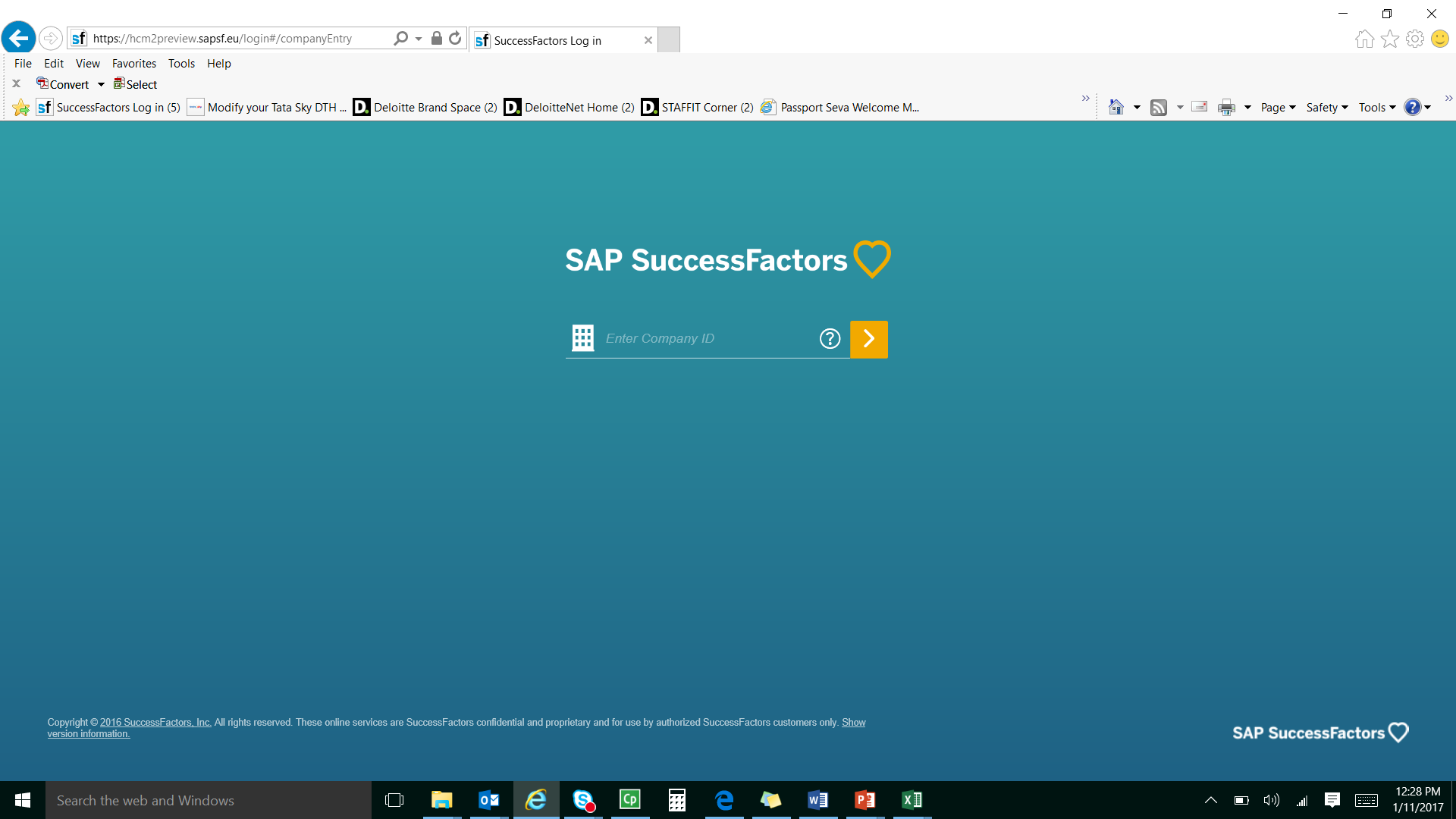
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| **Name** | **Details** |
| **Name of Transaction** | Create a New Hire |
| **Trigger** | When a new employee has to be added to HR Central. |

**HR Central Log in Page:**

1. Access the HR Central **Log in** page using the link:

<https://hcm2preview.sapsf.eu/login>

1. The **Log In** page is displayed. Enter your credentials in the following fields and click the **Log in** button to log into the system:
   1. **Company ID**



* 1. **Username and Password**

**Select a Language of your Choice**

1. Navigate to your name to access the *drop down*. Click **Options**.

lick **Change Language.**

**Background:** GlobalView ESS allows you to access and print pay stubs, manage banking information (ex. Deposit information), and update your W-4. To use GlobalView ESS on a mobile device, you must follow the preceding steps in addition to registering for Direct Access. Once compelte, you will be able to use GlobalView ESS on your mobile device.

GlobalView ESS Mobile App Registration

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| **Step** | **Description** | **Screenshot** |
| 1. | Sign into GlobalView ESS using either the HR Central link or the Direct Access link.   1. *HR Central Link*      1. *Direct Access Link*   [https://portal0013.globalview.adp.com/gvfrmwk3/Dover.home#/login](https://portal0013.globalview.adp.com/gvfrmwk3/Dover.home). | |
| 2. | From the home page, click on your name and select **Settings.** |  |
| 3. | Scroll down to the **Go Mobile** section. |  |
| 4. | You should see your company email address in the **Register a Mobile ID** field**.**  In the **Confirm Mobile ID** field, copy your company email address.  The mobile ID field is **case sensitive**.  Note: Non-email users may see a phone number displayed. This is your Mobile ID. |
| 5. | Select **Save**. |
| **Step** | **Description** | **Screenshot** |
| 6. | Create a new password. |  |
| 7. | Select **Save**. |
| 8. | Once the password has been saved, you will see the message in the screenshot to the right.  Make sure you remember your credentials. |  |
| 9. | Open the **ADP Mobile APP** on your phone. |  |
| 10. | Type in your **User ID**.  The User ID is the same as the Mobile ID from step 4. |

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| **Step** | **Description** | **Screenshot** |
| 11. | Enter your **password**.  The password is the same as the password you set up in Step 6. |  |
| 12. | You should now be on the GlobalView ESS version of the ADP Mobile App.  Note: On the landing page, you can view your most recent pay information by selecting the **Reveal** icon. |  |