

ADP SINGLE SIGN IN

New ADP link:

<https://portal.people.adp.com/GM1/login>

By default, employees may use the GMIN@GM1 [e.g. 123456789@gm1] as the user ID and proceed with the FORGOT PASSWORD to reset/setup their passwords. The FORGOT USER ID may only be used if the GMIN@GM1 user ID is not recognized by the system.

FORGOT PASSWORD

1. Enter your User ID and click "Next"
2. Click on "Forgot your password" hyperlink below.
3. Security Verification screen will appear. Choose the method where you want to receive the verification code: Email or Text.
4. Enter the verification code received and click "Submit"
5. Enter the desired password and retype it to confirm. Then Click "Submit"

Password must have: Minimum of 8-64 characters, 1 Capital Letter, 1 number and 1 special character.

6. Confirmation screen will display that the password has been successfully reset. Click "OK" then have the EE log in.

7. As a Security procedure, Employee will receive an email notifying that their Password has been retrieved.

If GMIN@GM1 is not recognized by the ADP system:

FORGOT USER ID

1. Click on 'Forgot your User ID?' hyperlink.
2. Enter your First name, Last name, & Email or Mobile number. Then hit 'Next'
3. Security verification screen will display your User ID which you can copy.
4. Click Sign in to be re-routed to ADP Global Myview log in screen, then continue to log in. If EE needs to do a Reset password as well, click on "I don't know my password" below.
5. As a Security procedure, Employee will receive an email notifying that their User ID has been retrieved.