Western Refining Registration for ADP's Portal

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADPservices.

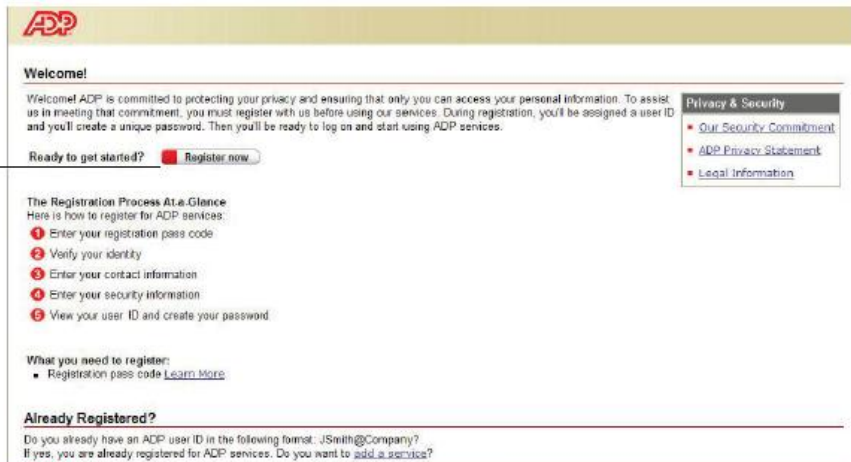Before you register, your administrator will provide you with the following information:

- Your company's Registration pass code **westernref-ref** (not case sensitive)
- The web site address (URL) to use for Self Service Registration **https://portal.adp.com**

Open your company's registration web site address and click **First Time Users Register Here**.
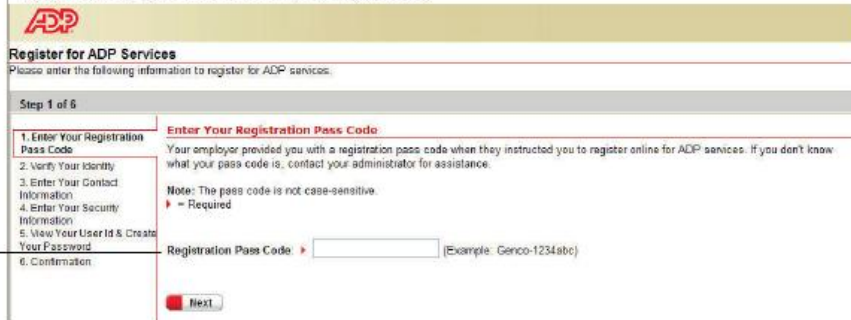
Note: This is an example; your page may look different depending on the product you are registering for.

Click **Register now**.

Enter your Registration pass code and click **Next**.

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Verify Your Identity

Your Social Security number is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name:	▶		MI:
Last Name:	▶		(Apostrophes and hyphens are allowed.)
Social Security Number:	▶		(All nine numbers in any format.)
Confirm Social Security Number:	▶		(All nine numbers in any format.)
Birth Month and Day:	▶	May ▼ ▶ 24 ▼	

[Next]   [Cancel]

Enter your name, Social Security number, and date of birth. Then click **Next**.

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Verify Your Identity

We need some more information in order to verify your identity. Please complete the information on this page.

▶ = Required

A. Select a Service

Service: ▶ ADP Self-Service ▼

B. ADP Self-Service Information

Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator.

| Employee ID: | ▶ | |
| PIN: | ▶ | |

[Next]   [Cancel]

You may be asked for information on this page.

If this screen appears, asking you for more verification-type information, please **contact HR or Payroll.**

If this screen does not appear, proceed to the next step.

Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name:	▶	John	MI:
Last Name:	▶	Doe	(Apostrophes and hyphens are allowed.)
Business/Personal E-Mail:	▶		(This e-mail address is only used for notifications.)
Confirm E-Mail:	▶		
Phone:			(Area code and number in any format.)

[Next]   [Cancel]

Enter your e-mail address and click **Next**.

Your phone number is optional.

Step 4 of 6

Register for ADP Services
Please enter the following information to register for ADP services.

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Enter Your Security Information
For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
► = Required

City/Town of Birth: ►

Select a question from the list and enter your answer.
Security Question 1: ►
Answer 1: ►

Select a different question from the list and enter your answer.
Security Question 2: ►
Answer 2: ►

[Next]   [Cancel]

Enter your place of birth.

Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.

You should make a note of your answers and keep them in a safe place.

Step 5 of 6

Register for ADP Services
Please enter the following information to register for ADP services.

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID: fsmith@MPLX

Create Your ADP Services Password
Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
► = Required

Create Password: ►   (Example: Password01)
Confirm Password: ►

[Submit]   [Cancel]

Your user ID is displayed.

Create your password and click **Submit**.

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character. Also, your password is case sensitive.

Important: You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.

Step 6 of 6

Register for ADP Services
Please enter the following information to register for ADP services.

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

✓ Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

● ADP Service

[Add Another Service]

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

◉ Your ADP Service

[Log On]   [Close]

Note: "ADP Service" represents the product you registered for.

Select the service you want to use and click **Log On**.

Thank you for registering to use ADP Services!