

# Payroll Services Portal (Registration & Login Instructions)

## ADP is used for:

- Viewing pay statements
- Viewing W2 information
- Updating dependent information
- Updating W4 payroll withholding status
- Registering for Direct Deposit
- Choosing your benefit plans
- Company Announcements
- Messages from Administration
- Access to Industry News

Employees can view their payroll information on Thursday of the payroll week. Your pay statements will be printable from this site. Your actual pay checks and direct deposits will be available on Friday of the payroll week.

## How to get to the ADP Website

1. Go to Tendercare's website ([www.tchhs.net](http://www.tchhs.net)).
2. Click "Current Employees" then "Employees".
3. Click on the "ADP Payroll Services" button. You will be directed to the ADP login screen.

First time users will need to register to view all the information mentioned above. First time registration instructions are located below:

**Tendercare Registration Code:** THHS -1234 (required for registration)

1. Under "First Time User?", click "**Register Here**".
2. Enter the Tendercare Registration Code: **THHS-1234**
3. Click "Yes" when it asks if you want to set up an account with Tendercare.
4. Verify your identity by filling out the required information.
5. When prompted for an "**Associated ID**", your ID is: \_\_\_\_\_  
(If your associate ID is not written above, please contact the HR department - ext. 208)
6. You will continue to set **security questions and answers, contact information**, as well as your **ADP Password**.
7. When finished, your registration is complete! You can use your user ID and password to access your ADP service(s) from both the browser OR the application.

## Forgot Your User ID or Password?

If you forget your login information, you can use the "Forgot Your User ID/Password?" link on your ADP service login page to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Password resets will need to be done from a laptop or desktop computer.

Any questions or problems please contact Travis Lucas at 317-251-0700 Ext.402 ([travis.lucas@tchhs.net](mailto:travis.lucas@tchhs.net)) or Beth Wilson Ext.455 ([beth.wilson@tchhs.net](mailto:beth.wilson@tchhs.net)).