

Benefits Enrollment is Available via ADP Self Service

Team Member:

Enrollment for ACBL Benefits is through ADP Self Service Portal. If you are a first time user, please follow the instructions below to gain access. Should you need assistance, please contact the ACBL Benefits Department at ACBLBenefits@BargeACBL.com.

Accessing the ADP Self Service Portal First Time Registration:

First Time Registration

1. Navigate to <https://portal.adp.com/public/index.htm>
2. Select **First Time Users Register Here**
3. Click **Register Now** and follow the steps below:
 - Enter Your Registration Pass Code: `aclines-bergo`, click **Next**
 - Verify Your Identity, click **Next**
 - Get User ID & Password, click **Next**
 - Select Security Questions, click **Next**
 - Enter Contact Information, click **Next**
 - Enter Activation Code, click **Next**
 - Review and **Submit**

Congratulations! Your registration is complete. Now you may **Log On** to Self Service.

If you have previously registered, but need a refresher:

1. Navigate to <https://portal.adp.com/public/index.htm>
2. Click on **User Login**
3. Enter your user name, which is your first initial, last name plus `@aclines` (i.e. `JDoe@aclines`), do not include “.com” in your user name
4. Enter your password and Click **OK**

Password Reset

- ❖ If you cannot recall your password, select “**Forgot Your Password**” to request a reset

