

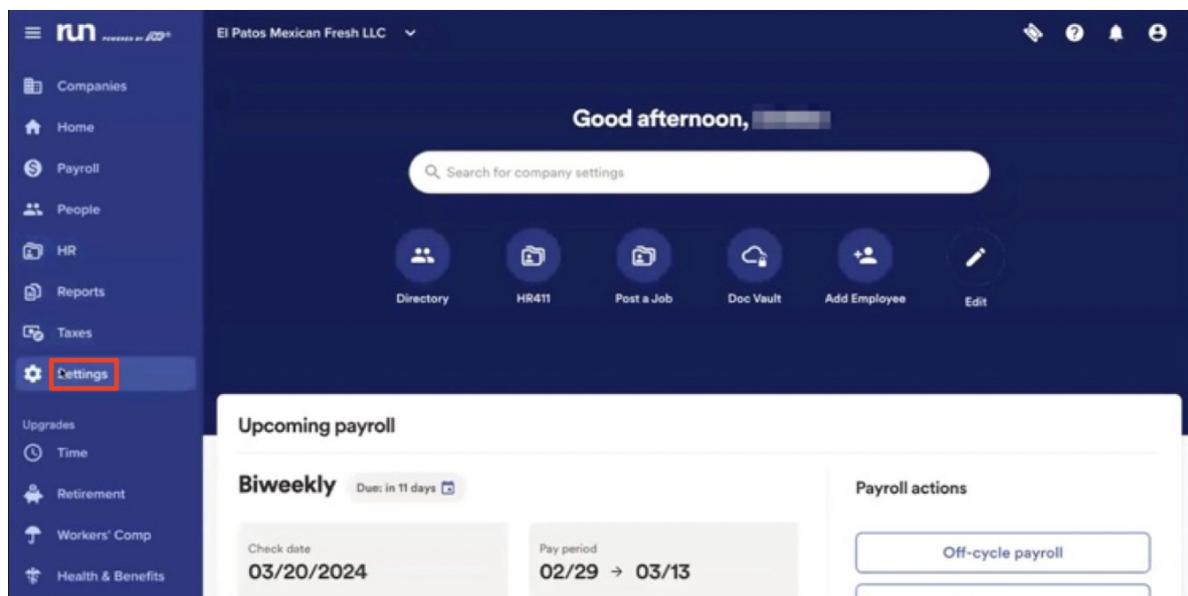
Preparing Multi-Unit ADP Run Accounts for ADP App Marketplace

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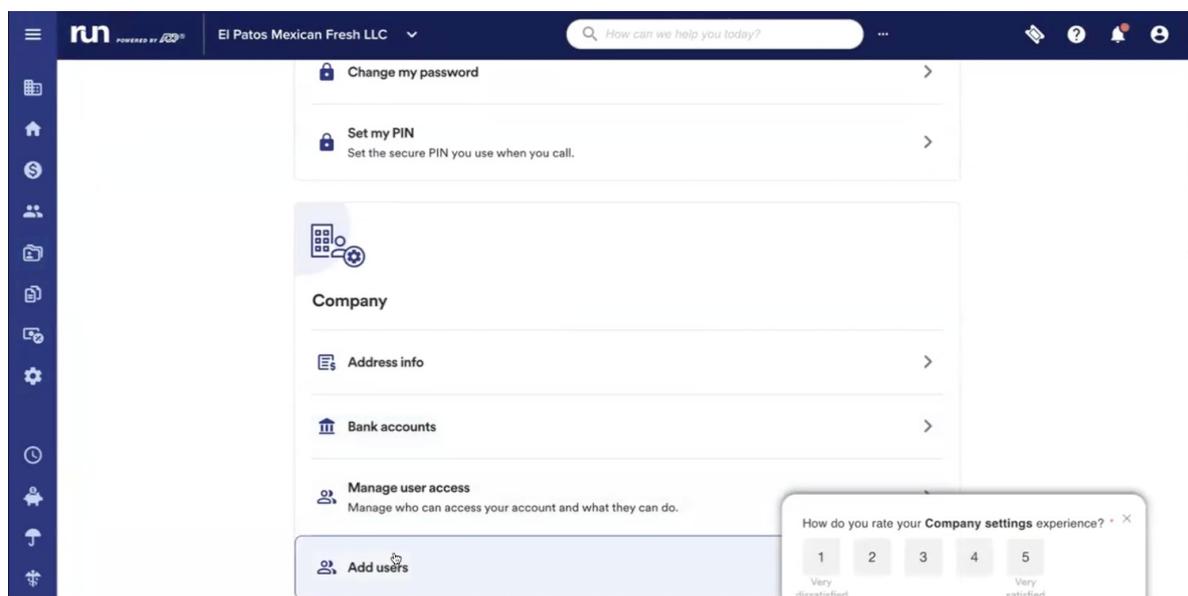
For use of the ADP App Marketplace, a **New Username** must be setup for each location / sub-account

Registering a New Username in RUN

1. In RUN go to Settings



1. Click Add User



1. Put in the name, role (Owner or Payroll Admin), and email
 1. ***Different email & phone number required for each user***
2. Make note of the temp user id and password, this will also be emailed to the client if a real email address is used.

The screenshot shows the 'Add Users' form in the run software interface. The form has the following fields:

- First name:*
- Last name:*
- Email:*
- Role:*

The Role dropdown menu is currently set to 'Select a value'.

3. Click "Save," in the bottom right corner, then click on the user created

The screenshot shows the 'User Security' table in the run software interface. The table has the following columns: Name, Role, Registered?, Multi-Company Access, and PIN.

| Name | Role | Registered? | Multi-Company Access | PIN |
|----------------------------|-------|-------------|----------------------|-----|
| Mexican Fresh, E. Palushaj | Owner | No | No | N/A |
| Palushaj, I. | Owner | Yes | Yes | ✘ |

4. Click, "send registration email," then go follow the instructions from the email to complete registration.

- 1.

The screenshot shows a user profile form in the ADP system. The form includes the following fields and elements:

- First name:** A text input field.
- Last name:** A text input field containing the text "Mexican Fresh".
- Email:** A text input field.
- Role:** A dropdown menu currently set to "Owner".
- Send Registration Email:** A button highlighted with a red rectangular box.
- Save** and **Cancel** buttons are located at the bottom right of the form.

Have the client close out of the browser completely

2. Go to apps.adp.com, and login in the top right corner
3. Client can now go into the marketplace, suggest logging out in the upper right and logging back in to ensure they are logged in with the new and correct User ID