
Quick Reference Guide

Welcome to the ADP® Poster Compliance Center

Getting your required workplace posters is fast and easy, through the ADP Poster Compliance Center. The automated process puts ordering workplace posters right at your fingertips. Simply follow these steps and you are on your way.

Your ADP Human Resources Business Partner (HRBP) provides compliance guidance and expertise so you will know which posters and notices you need.



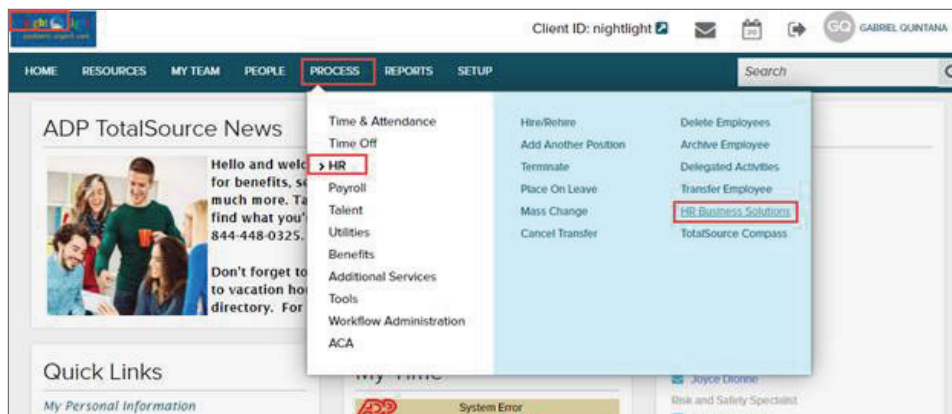
A more human resource.™

Step 1:

Log on to [My TotalSource®](#)

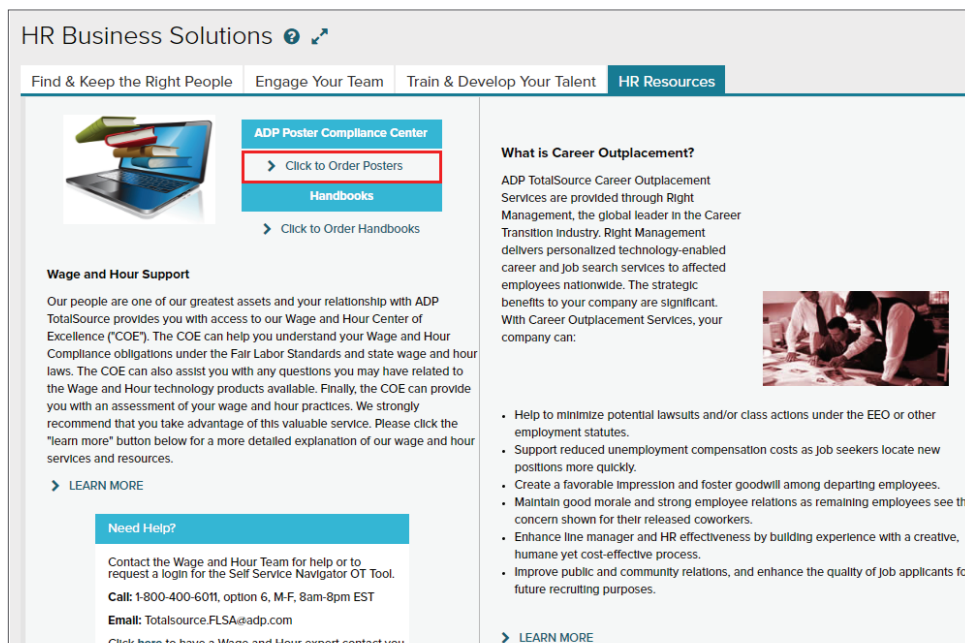
Step 2:

Go to "Process" tab, select **HR** and then **HR Business Solution** and you will be directed to the ADP Poster Compliance Center home page.



Step 3:


Go to the "HR Resources" tab, under "ADP Poster Compliance Center" and Click to **Order Posters**.






Step 4:


Sign in to the **ADP Poster Compliance Center** home page. If it's your first visit, enter your Pay Group Code




Poster Compliance Center



If you are a returning customer, please enter your email and password to continue





[Forgot your password?](#)

If you are a new customer, please enter your Pay Group Code to continue



Step 5:

Click **"State Posters"** on the left navigation bar, then select your state.



Poster Compliance Center



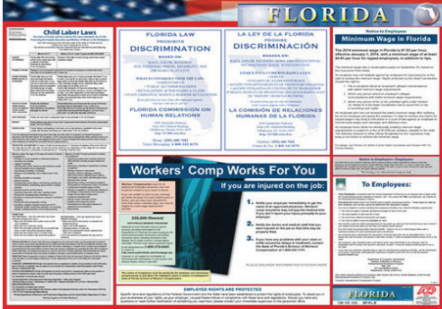
[Home](#)
[Contact Us](#)
[State Posters](#)
[Federal Posters](#)
[My Account](#)
[My Orders](#)
[My Addresses](#)
[Logout](#)

Alabama	Alaska	Arizona	Arkansas	California
Colorado	Connecticut	District of Columbia	Delaware	Florida
Georgia	Hawaii	Idaho	Illinois	Indiana
Iowa	Kansas	Kentucky	Louisiana	Maine
Maryland	Massachusetts	Michigan	Minnesota	Mississippi
Missouri	Montana	Nebraska	Nevada	New Hampshire
New Jersey	New Mexico	New York	North Carolina	North Dakota

Step 6:

Browse the poster options, enter the quantity desired, and click **"Add to Cart"**.

Florida



The combined Florida state poster is laminated to protect from defacement and measures 35" by 27 ". This poster has all the mandatory postings required for employers in the state of Florida.

The Florida poster includes:

- Florida Minimum Wage
- To Employees - Unemployment Insurance
- Florida Law Prohibits Discrimination (Bilingual)
- Child Labor Law
- Workers' Compensation Works for You - Employer must complete (fill-in) information

Compliance Date: July 2015

[Add to Cart](#)

Step 7:

Enter quantity desired for Federal Labor Law poster if needed, add to cart and then click **"Checkout"**.

[Add to Cart](#)

1 Added to cart

Need to add a Federal poster to your order?

Federal Labor Law ▼

[Add to Cart](#)

[Checkout](#)

Step 8:

When you're done, review your shopping cart and click "**Checkout**".

Shopping Cart

Poster	Quantity		
Florida	<input type="text" value="1"/>	Update	Remove

[Checkout](#)

Step 9:

Select your shipping address and click "**Continue**".

Shipping Information

Where would you like your order shipped?

NOTE: Please create a separate order for each shipping address.

NOTE: We cannot ship to a PO Box. New or existing addresses for a PO Box will not ship.

☐ 10200 Sunset Drive, Miami, FL

☐ Ship to a New Address

[Continue](#)

Step 10:

An order confirmation screen will appear – **and you're done!**

Questions!

You can click on Contact Us via the Poster Compliance main screen or you can call **Human Capital Management Services at (866) 400-6011, Option 5.**



Please note the following:

- Clients will be notified of poster changes through the Insights and Solutions newsletter that is published twice a month.
- Most State and Federal Posters can be ordered through the Poster Compliance Center. However, city specific postings and California Wage Order postings for example must be downloaded from the state or city government website.
- Workers' Compensation posters are not available through the Poster Compliance Center. These posters will be sent by the risk department during implementation.
- Please contact your Human Resources Business Partner for further guidance on what postings are needed and how to obtain them.



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