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.

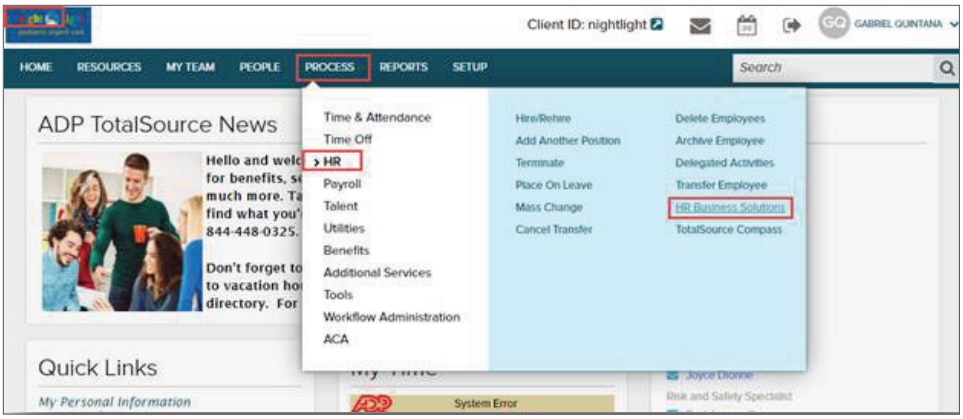
A more human resource.℠

Step 1:

Log on to **My TotalSource®**

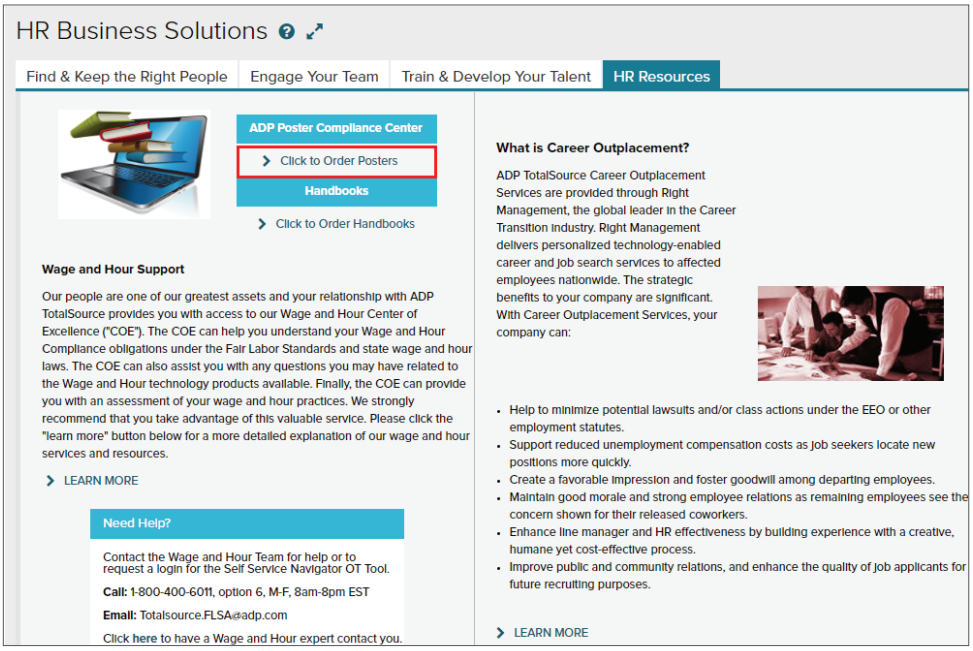
Step 2:

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



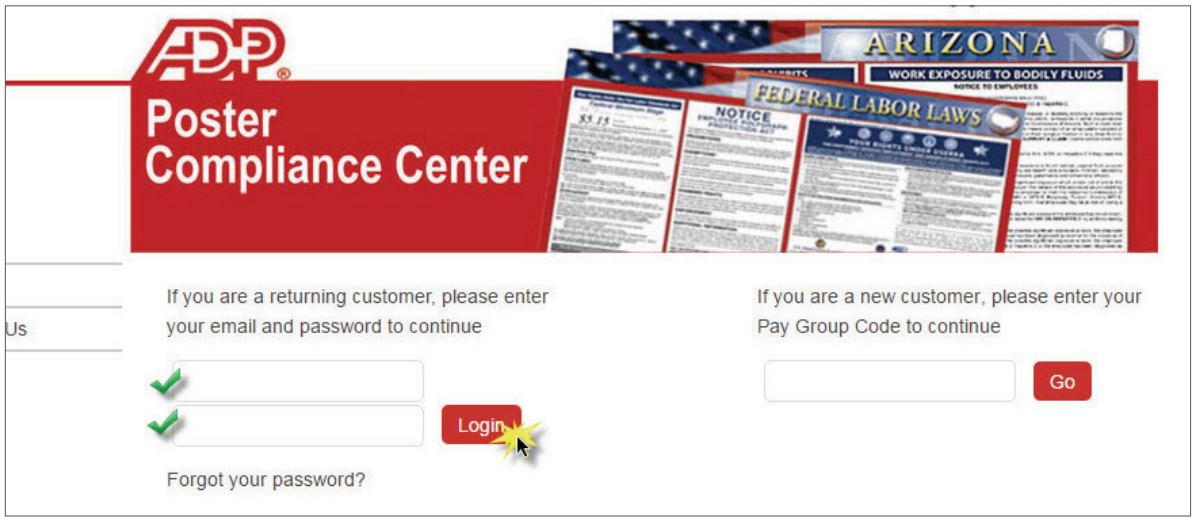
Step 3:

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

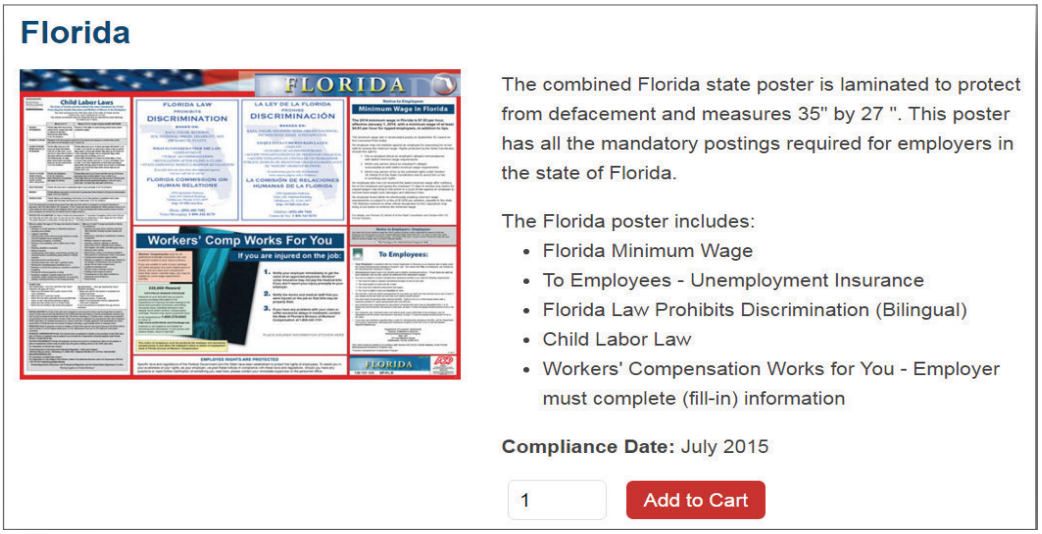


Step 5:

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

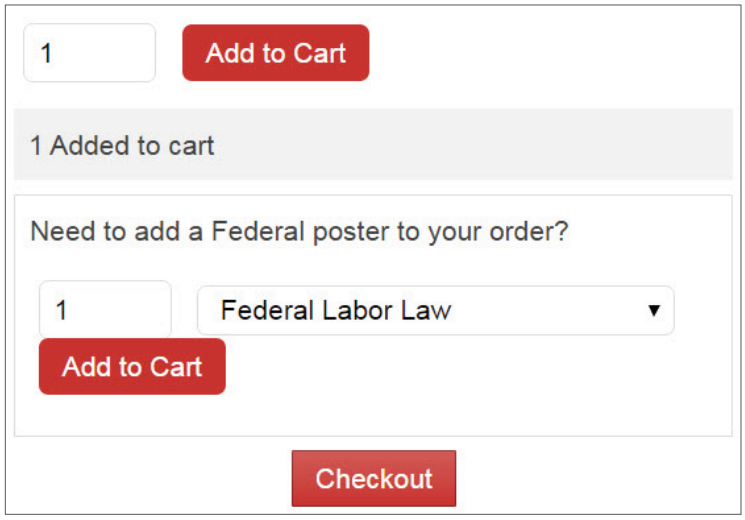
Step 6:

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



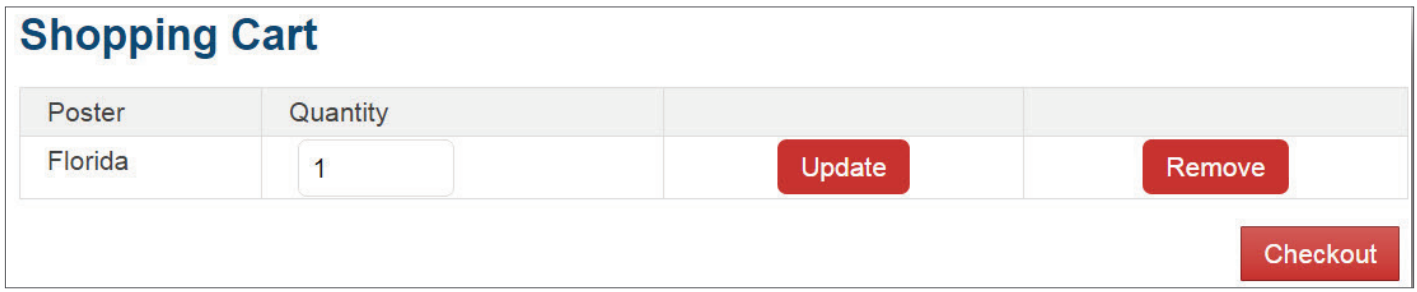
Step 7:

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



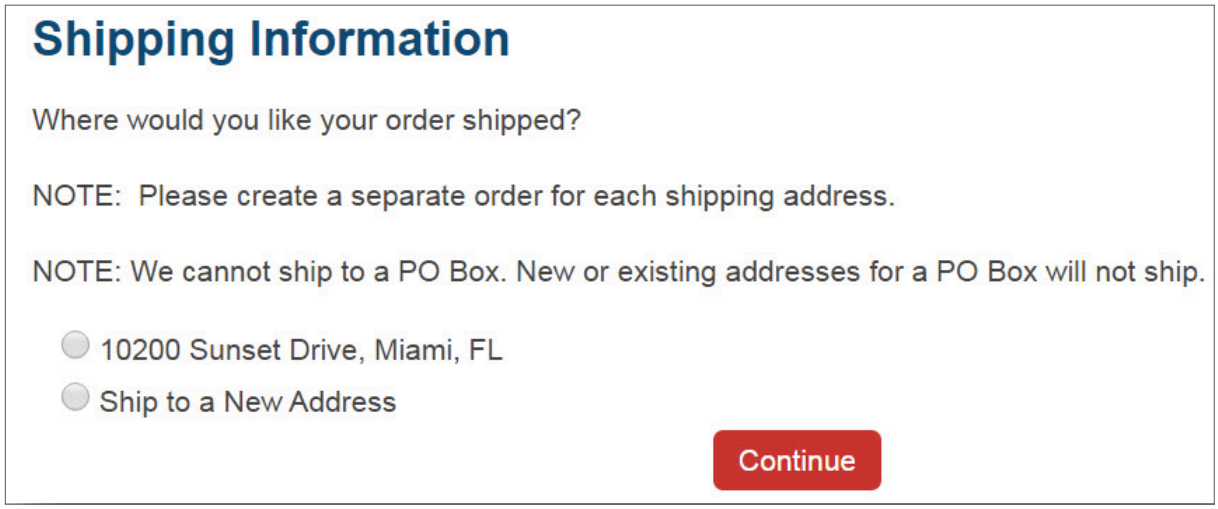
Step 8:

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



Step 9:

Select your shipping address and click **"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 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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