UNIVERSITY SYSTEM OF GEORGIA
SHARED SERVICES CENTER

1005 George J. Lyons Pkwy.
Sandersville, Georgia 31082

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

University System of Georgia Benefits

we provide · you decide

How to enroll in Benefits for 2014 Open Enrollment

Enroll on-line through the ADP portal at http://portal.adp.com

If you have not already registered for this site, you must register for the ADP Portal (http://portal.adp.com). Please follow the following instructions.

- Click on "First time users register here"
- Enter Your Registration Pass Code: **USG-6775** – this is Universal
- Follow registration instructions

If you have forgotten your password, please follow the following instructions.

- For lockouts, wait five minutes to allow the system to reset and then retry.
- If you have not logged in for 60 days, your password has expired. Please follow the following directions to reset your password.
- To reset your password, navigate browser to http://portal.adp.com and click on "Forgot your Password". You will need to know the answers to your security questions set up when you registered.
- If you are still unable to access the portal, please contact USG Shared Services toll free at **1-855-214-2644, Monday – Friday, 8:00 am – 5:00 pm, to reset your password.**

If you do not have access to the internet or prefer to mail in your paper worksheet, please send the worksheet along with the Tobacco Certification form to the Shared Services Center on or before **November 22, 2013**.

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Please include a valid contact phone number in case we have the need to contact you.

If you have questions, please do not hesitate to call the USG Shared Services Center at 1-855-214-2644 or e-mail at helpdesk@ssc.usg.edu.