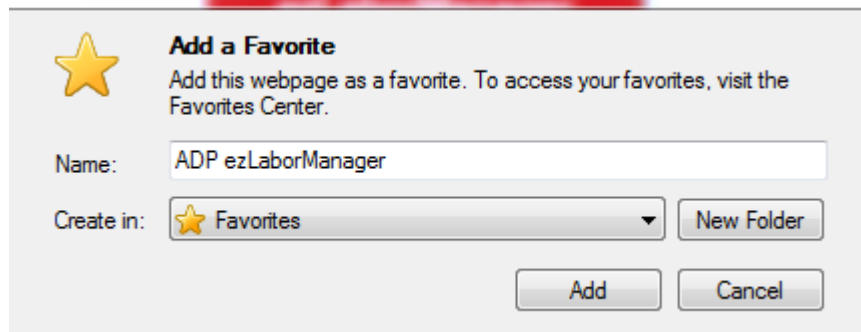
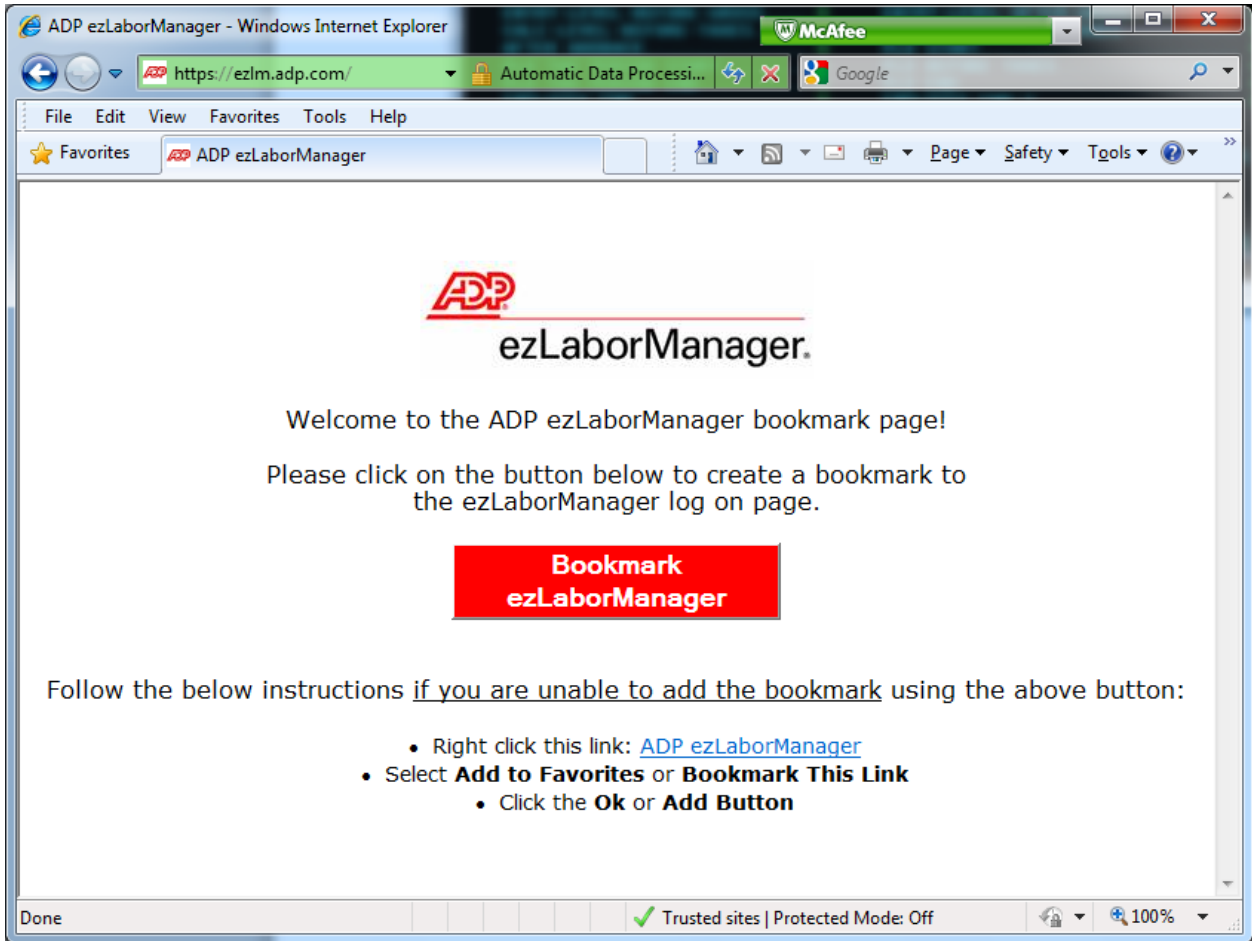
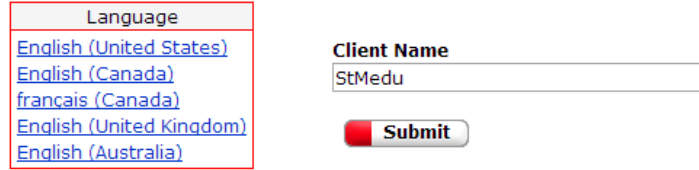


## How to Create a Favorite for ADP ezLaborManager:

1. From your Windows desktop, launch Microsoft Internet Explorer
2. Type in address [ezlm.adp.com](https://ezlm.adp.com/)
3. Click on **Bookmark ezLaborManager** and then click **Add** (or if using Google Chrome then right click on the underlined link **ADP ezLaborManager** and click Open link in new tab)
- 4.



5. Access the new Favorite ADP ezLaborManager or if Google Chrome then access new tab. In Client Name field, type **StMedu** and then click Submit.

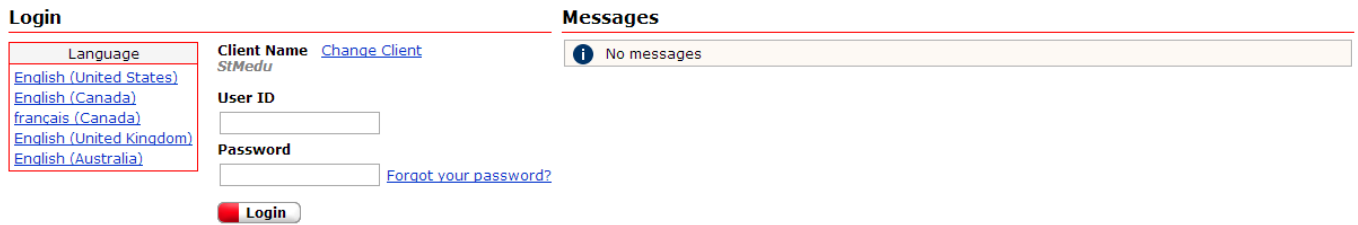
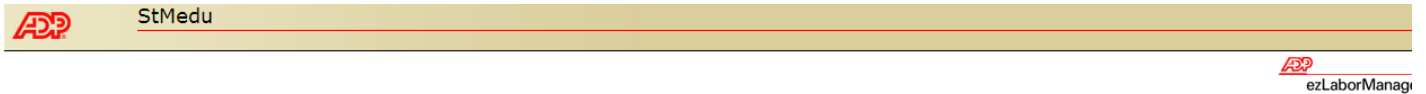


Language

- English (United States)
- English (Canada)
- français (Canada)
- English (United Kingdom)
- English (Australia)

Client Name  
StMedu

Submit



Login

Language

- English (United States)
- English (Canada)
- français (Canada)
- English (United Kingdom)
- English (Australia)

Client Name [Change Client](#)  
StMedu

User ID

Password  
 [Forgot your password?](#)

Login

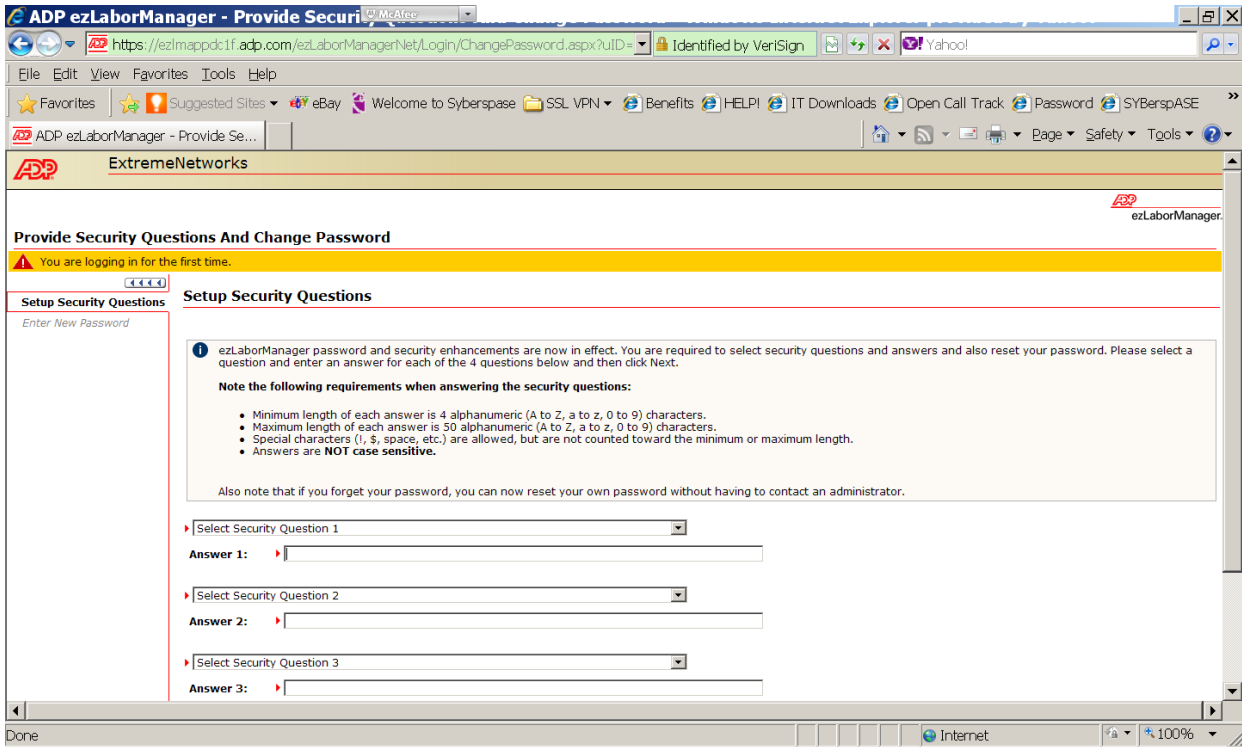
Messages

No messages

5. Type your User ID \* and password, click **Login**

\* Both User ID and Password are first initial, last name with caps for the first initial and 1<sup>st</sup> letter of Last Name and then lower case; for example John Smith would be JSmith. **OR your password may be Password1 if you are new to the system.**

4. When prompted, answer Security Questions, click **Next**



5. When prompted, type in Old Password, then type in a New Password and type again to Confirm, Click Submit

