



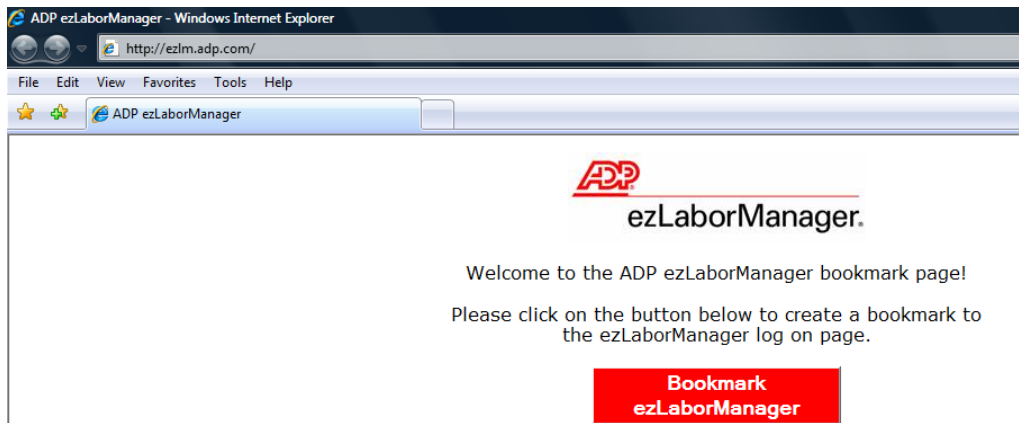
# ezLaborManager.

## Employee's First Time entering ezLaborManager

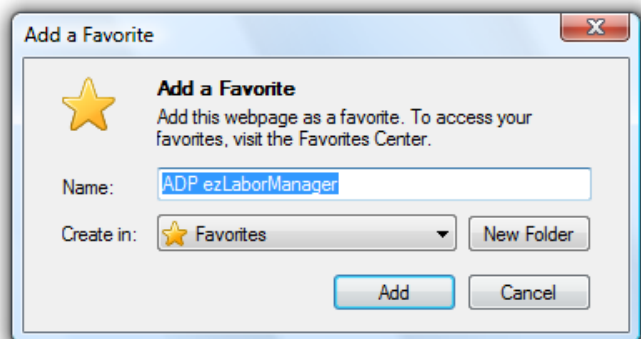
This document was designed to assist you with the setup and first time login for EzLabor.

### Creating a shortcut and logging into ezLaborManager

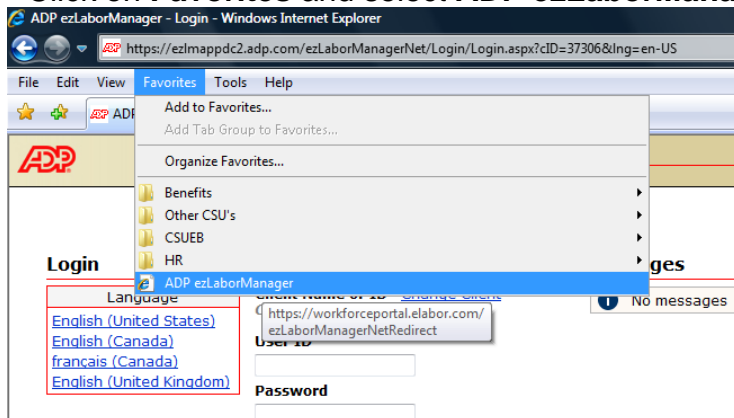
- From your Windows desktop, launch Microsoft Internet Explorer and connect to the internet.
- Type in <http://ezlm.adp.com/>
- Click on **Bookmark ezLaborManager**



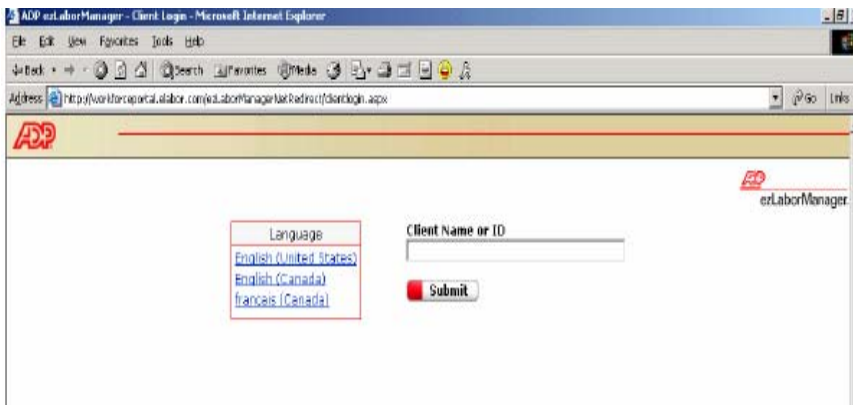
- The following 'add to favorites' window appears:



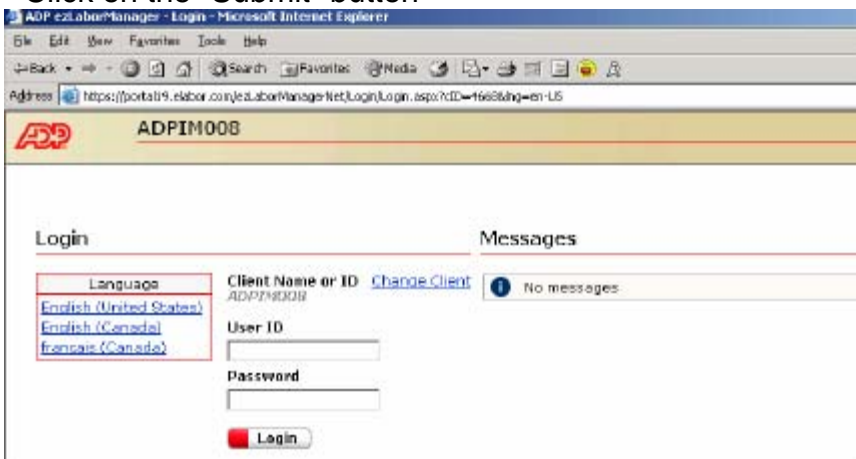
- Click OK and the ezLaborManager link is added to your list of favorites.
- Click on **Favorites** and select **ADP ezLaborManager**



- The following screen will appear.



- Enter the Client Name exactly as follows: **CalState**
- Click on the “Submit” button



- Key in your **User ID** which consists of your first initial of first name with last name all in **lower case**. Your password for the first time is **welcome**
- You will be prompted to change your password at this time.
- Key in your original password. (welcome)
- Press the tab key and key in your new password. The password must be a minimum of **6** characters and a maximum of 30 characters.

