

Quick Reference Guide: How to Go Mobile with myPay

Introduction This simple guide explains the steps required for an employee to connect to GlobalView via a mobile device.

Responsibility This task is performed by any user wishing to register for mobile access to ADP GlobalView.

Terminology The table below defines terms you should know to perform the task.

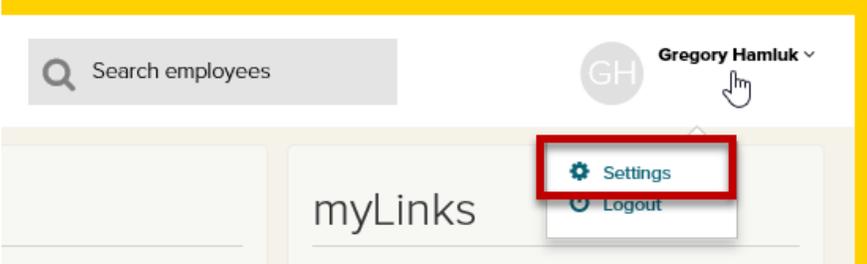
Term	Definition
Portal	A website where the user logs in with credentials and accesses information.
ADP Mobile Solutions app	An app for phone devices available to be installed from provider stores.
Pay Statement	A pay statement is provided at the end of the pay period with details of all earnings, deductions, gross pay, taxes, and net pay.

Before you begin You will be downloading the mobile App from the Apple App Store (for iPhones), Google Play Store, or Amazon App Store (for Android phone devices).

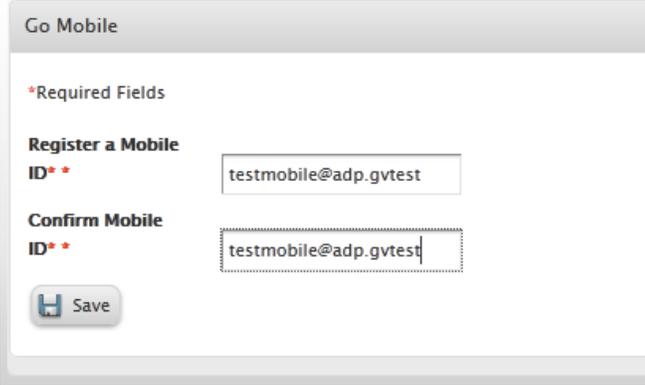
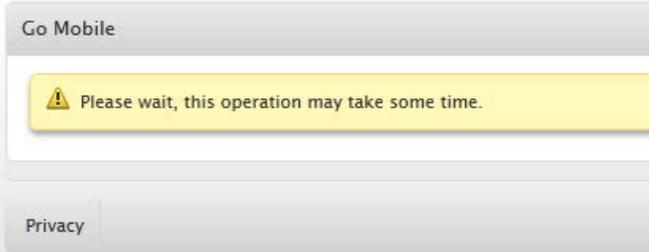
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Procedure Follow the steps in the table below to Go Mobile with GlobalView:

Step	Action
1	<p>Log on to the myHubb: https://performancemanager4.successfactors.com/login?company=Hubbell#/login and click on the myPay tile.</p>  <p>The screenshot shows a dashboard with several tiles: 'My Profile' (100% Complete), 'Org Chart' (3 Peers), 'Performance', 'Objectives', 'Mobile Application' (Activate your device), 'Hubbell University', 'Quick Links', and 'myPay' (highlighted with a red border).</p>
2	<p>Click on your name and select Settings.</p>  <p>The screenshot shows a user profile dropdown menu for 'Gregory Hamluk'. The 'Settings' option is highlighted with a red border.</p>

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<p>3</p>	<p>Under Go Mobile in the center of the screen, create your Mobile ID.</p> <p><i>By default, your e-mail address is proposed as it provides a unique ID.</i></p> 
<p>4</p>	<p>Do not leave the application while registering (follow the instruction given by the message).</p> 

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5	<p>After successful ID selection, enter a New password which has to meet the following conditions:</p> <ol style="list-style-type: none"> Min size : 8 Max size : 16 Max repeating char : 3 At least 1 digit At least 1 alpha char At least 1 non alpha / special char (, ; : ? . ! & \ ' (?) - _ \$ * / + = %) 
6	<p>Successful completion of the registration process is confirmed by a message.</p> 
7	<p>Once you have registered your mobile ID online, you can download the ADP Mobile Solutions app for free from the Apple App Store (for iPhones), Google Play Store or Amazon App Store (for Android phone devices).</p> 

