



IN THE BUSINESS OF YOUR SUCCESS®

ADP TOTALSOURCE®

Quick Reference Guide

Welcome to the ADP® Poster Compliance Center

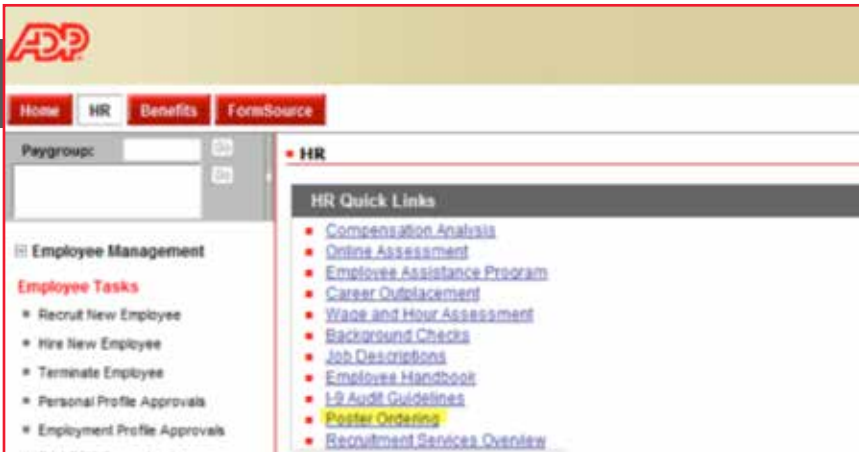
Getting your required workplace posters is fast and easy, through the ADP Poster Compliance Center. The automated process puts ordering workplace posters right at your fingertips. Your ADP Human Resources Business Partner (HRBP) provides compliance guidance and expertise so you will know which posters and notices you need. Ordering required posters and notices is a snap with our simple online tool. The turnaround is a lot shorter, too.

Simply follow the steps and you are on your way.

HR. Payroll. Benefits.

Step 1:

Log on to My TotalSource®.



Step 2:

Click on “Poster Ordering” under the HR Quick Links section of the HR tab and you will be directed to the ADP Poster Compliance Center home page.



Step 3:

Sign into the ADP Poster Compliance Center home page. If it's your first visit, enter your Pay Group Code.



Step 4:

Click “State Posters” on the left navigation bar, then select your state.

Florida



The combined Florida state poster is laminated to protect from defacement and measures 35" by 27". This poster has all the mandatory postings required for employers in the state of Florida.

The Florida poster includes:

- Florida Minimum Wage
- To Employees - Unemployment Insurance
- Florida Law Prohibits Discrimination (Bilingual)
- Child Labor Law
- Workers' Compensation Works for You - Employer must complete (fill-in) information

Compliance Date: 14-Jan

Add to Cart

Step 5:

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

Compliance Date: 14-Jan

Add to Cart

1 Added to cart

Need to add a Federal poster to your order?

Federal Labor Law

Add to Cart

Checkout

Step 6:

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

Shopping Cart

Poster	Quantity		
Florida	1	<p>Update</p>	<p>Remove</p>

Checkout

Step 7:

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

Shipping Information

Where would you like your order shipped?

NOTE: Please create a separate order for each shipping address.

NOTE: We cannot ship to a PO Box. New or existing addresses for a PO Box will not ship.

Ship to a New Address

Continue

Step 8:

Select your shipping address and click “Continue”.

A confirmation has been emailed to

Thank you for your order!

Your Order

Order Number: 66

Date: June 10, 2014

Ship to:

Posters Ordered

(1) Florida

Step 9:

An order confirmation screen will appear – and you’re done!



ADP
Poster Compliance Center

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My Account
My Orders
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Welcome to the ADP Poster Compliance Center

Welcome to the Poster Compliance Center Site! This site is strictly for the use of ADP Clients to maintain their labor law notification compliance.

If you have any difficulties with the site please feel free to use the contact us page and let us know how we can be of assistance.

Thanks for visiting our site!

ARIZONA
WORK EXPOSURE TO BODILY FLUIDS
FEDERAL LABOR LAWS

Questions?

You can click on Contact Us on the Poster Compliance main screen or you can call the **ADP HR Solutions Group** at **(866) 400-6011, Option 5**.

HR. Payroll. Benefits.