



A more human resource.™

FileX – Client Quick Reference Guide


Overview

FileX is a secure way to seamlessly and conveniently exchange documents with ADP Resource®.

Accessing FileX

Click the '**secured tray**' icon at top right of ADP Resource home page. 

Sending Documents to ADP

- **Drag & Drop** or **BROWSE** for file to upload. 
- Complete all required fields. ▶ Comments are optional.
- Click **SUBMIT** to send file(s) to ADP.

Viewing Documents from ADP

Documents from ADP appear under the **Unread** or **Read** tab.
All documents are available for 30 days with the exception of wage garnishment docs.

- Click the title of the document or the download icon to view. 

Deleting Documents

- Click the '**trash**' icon to delete. 

If you have any questions, please contact your ADP Resource representative.