



A more human resource.™

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 these steps and you are on your way.

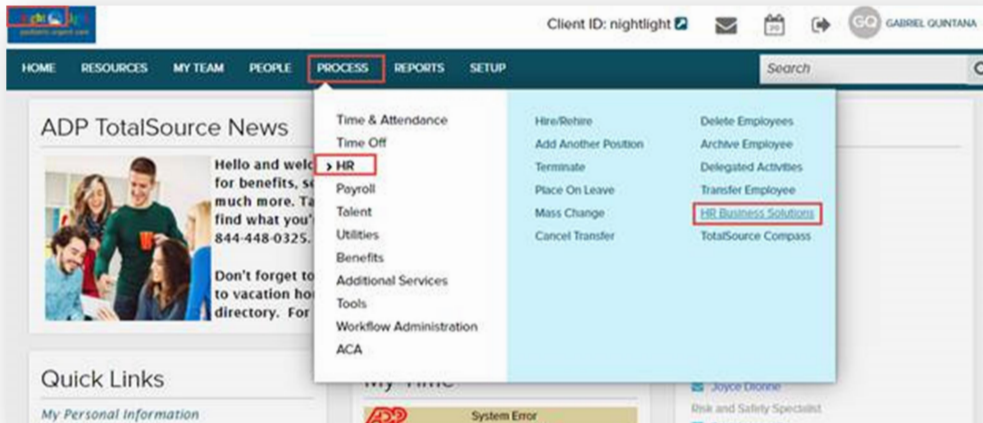


STEP 1:

Log on to [My TotalSource®](#)

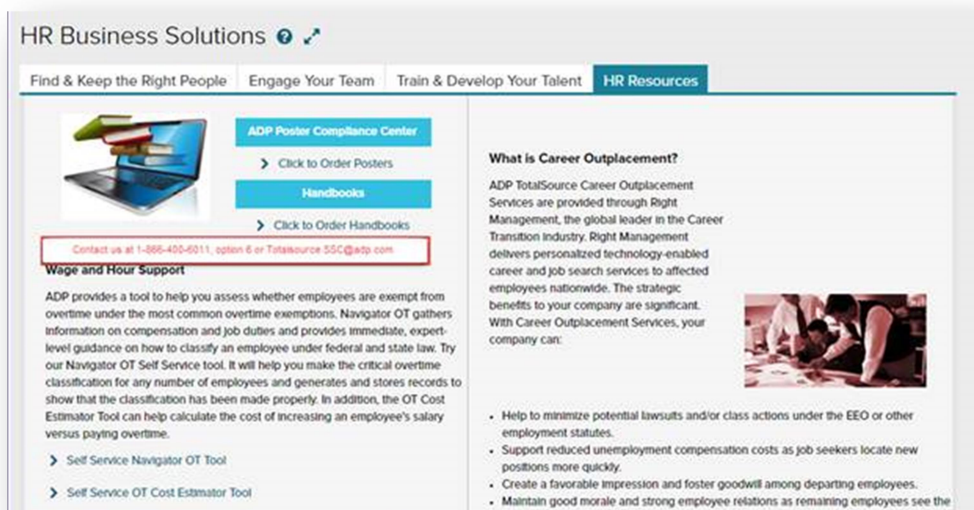
STEP 2:

Go to "Process" tab, select HR and then HR Business Solution and you will be directed to the ADP Poster Compliance Center home page.



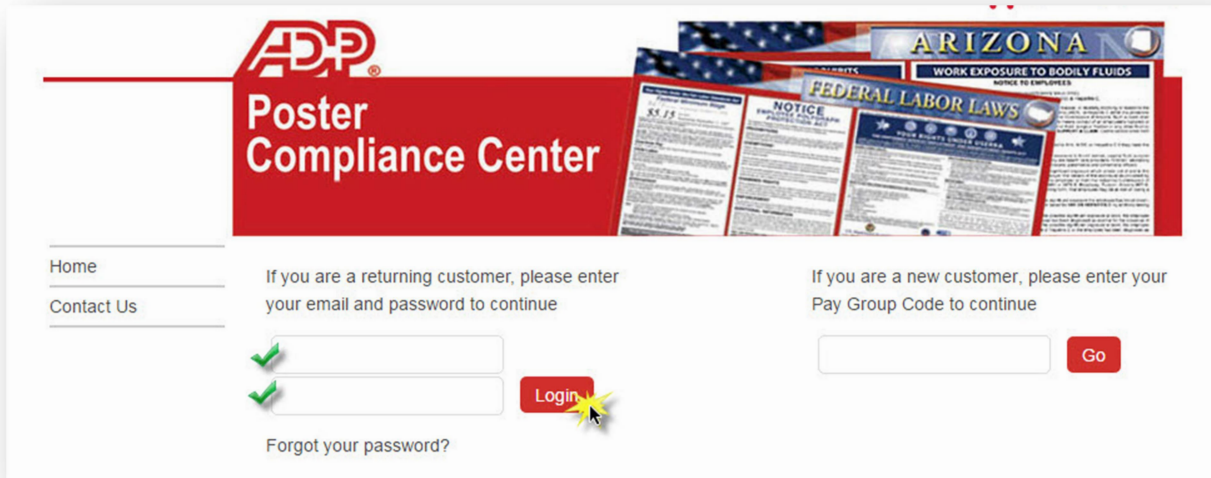
STEP 3:

Go to the HR Resources Tab, under "ADP Poster Compliance Center" and Click to Order Posters



STEP 4:

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



STEP 5:

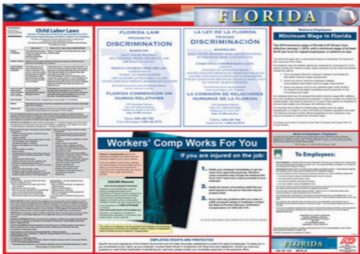
Click "State Posters" on the left navigation bar, then select your state.



STEP 6:

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

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: July 2015

1 [Add to Cart](#)

STEP 7:

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

1 [Add to Cart](#)

1 Added to cart

Need to add a Federal poster to your order?

1 Federal Labor Law [▼](#)

[Add to Cart](#)

[Checkout](#)



STEP 8:

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

Shopping Cart

Poster	Quantity		
Florida	<input type="text" value="1"/>	Update	Remove

[Checkout](#)

STEP 9:

Select your shipping address and click "Continue".

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.

10200 Sunset Drive, Miami, FL

Ship to a New Address

[Continue](#)

STEP 10:

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



QUESTIONS!

You can click on [Contact Us](#) via the Poster Compliance main screen or you can call HCM Services at (866) 400-6011, Option 5.



The screenshot shows the ADP Poster Compliance Center website. At the top right, there is a shopping cart icon with '0' items, a 'Checkout' button, and a 'Logout' button. The main header features the ADP logo and the text 'Poster Compliance Center' in white on a red background. To the right of the header is a collage of labor law posters, including one for 'ARIZONA' and another for 'FEDERAL LABOR LAWS'. Below the header is a navigation menu with the following items: Home, Contact Us (highlighted with a green checkmark), State Posters, Federal Posters, My Account, and My Orders. The main content area displays the heading 'Welcome to the ADP Poster Compliance Center' followed by the text: 'Welcome to the Poster Compliance Center Site! This site is strictly for the use of ADP Clients to maintain their labor law notification compliance.' Below this, there is a section titled 'IMPORTANT INFORMATION!' with a link for 'Poster Compliance Update'.