



## Becoming an ADP Marketplace Partner

This guide describes the ADP Partner application, review, and onboarding process.

### **Overview: Become a Partner**

ADP maintains stringent quality standards to ensure that apps offered on the ADP Marketplace are appropriate and secure. After you apply to become a partner, ADP will review your app and organization. If approved, you will then receive credentials for the Marketplace app store and instructions for publishing your app.

## Step 1: Apply for a Partner Account

Start the process to become an ADP Marketplace Partner by applying for a partner account. Your application will be reviewed by our Sales, Security, and Legal teams to prepare your app for the ADP Marketplace.

Use the following procedure to apply for a partner account.

1. Go to the [ADP Marketplace Partner](#) website.
2. Click **JOIN NOW** to access the Signup form.
3. On the Register page, enter your email address, and then click NEXT.
4. In the Partner Application form, enter the appropriate information about yourself, your company and your products.

If your organization has already undergone security reviews, your organization may qualify for [security review fast-track](#) or [security pre-approval](#). If either applies, please provide the appropriate documentation when submitting your partner application.

5. Review the Mutual Non-Disclosure Agreement and then click the checkbox to agree.
6. Click **COMPLETE REGISTRATION**.

**Result:** An ADP Marketplace representative will contact you to discuss your application and the partner review process.

## **Step 2: Initial Call**

After you submit your partner application, you will receive a call from an ADP Business Development Representative. The representative will evaluate your organization from a market, product, and services perspective. This call normally lasts about 30 minutes.

## Step 3: Partner Security Review

If your organization does not qualify for [security review fast-track](#) or [security pre-approval](#), our security team will work with you to understand your security measures and get you onboarded quickly. This process starts with you completing our questionnaire and submitting other relevant documentation. Our questionnaire, built on ISO 27001, allows ADP to vet your security program. The questionnaire is available [here](#).

Other documentation that will help expedite your review:

- **Policy Documentation** (ex: Security Policy, Data Retention and Destruction Policy, Encryption Policy, HR Policy, Computing Standard/Policy, Cloud Security Policy, et al)
- **Technical Documentation** (Data Flow Diagrams, Architectural Diagrams, et al)

### Next Steps

1. Review the Security Assessment Process, and reach out to our team if you have questions.
2. Provide the requested documentation (submit the documents listed below, send in supporting documentation, and/or complete the questionnaire)
3. Schedule a call with our security team to discuss the requirements and explain your security program.
4. Receive feedback from our security team about our assessment of your program. If there are any gap areas, our team will review them with you and work with you to develop a plan and timeline for the required remediation.
5. As your partnership with ADP grows over time, our security team will continue to work with you to help you understand changes to our security requirements.

### Security Review Completion

ADP looks forward to partnering with you. If you need additional help communicating your security program, you can reach the ADP security team at [GSO\\_Third\\_Party\\_Risk\\_Management@ADP.com](mailto:GSO_Third_Party_Risk_Management@ADP.com)

## **Step 4: ADP Partner Legal Agreement**

To become an ADP Marketplace Partner, you will need to review and sign a legal contract with ADP.

- If you intend to distribute apps that access ADP data, use single sign-on (SSO), or can be purchased on the app store, you will need to sign a Developer Participation Agreement.

## **Step 5: ADP Partner Onboarding**

Congratulations! If your organization has passed ADP's initial assessment and security review and signed the ADP Marketplace legal agreement, our Partner Onboarding team will work with you to create and configure your ADP Partner account. Depending upon how you will be using the ADP Marketplace (referral or e-commerce), your organization may also be set up in billing.

Finally, the onboarding team will send you login credentials for accessing your account and publishing your apps in the ADP Marketplace.

## Step 6: Set Up Credentials for the ADP Marketplace

After your application has been reviewed and approved, you will receive instructions for setting up the partner account required to log into the ADP Marketplace.

Use the following procedure to setup your ADP marketplace credentials.

1. Follow the instructions you received in the two emails containing the user ID and temporary access code to reset your password and security question.
2. On the ADP [Login](#) page, enter the User ID in the User ID field and temporary access code in the Password field and then click **Login**.
3. On the Password Change Request page, enter the temporary access code in the Current Password: field and your new password in the other password fields. Then click **Submit**.
4. On the Password Successfully Changed page, click **Continue**.
5. On the Login page, click **Continue**.
6. On the Step 1 – Activation Code page, enter the activation code from the email you received and click **Next**.
7. On the Step 2- Security Q&A (Select Security Questions and Answers) page, select a security question and answer in each field and then click **Next**.
8. On the Step 3- Computer Type (Select Computer Type) page, verify Trusted Computer is selected and then click **Done**.

**Result:** Upon the successful completion of the registration process, the Welcome page is displayed with your name.

9. Go to the [ADP Marketplace](#) page on the ADP Developers Community website and verify that you can log into your account with the new credentials.