

Not yet a customer with Guideline?

Please follow the step-by-step guide to get started with [Guideline in the ADP App Marketplace](#).
If you already have an account, please proceed to the [Current User section](#).

- 1 Once you select our app from the app store, please select "Try the Free Edition". Confirm the terms and services and continue through the flow.



- 2 You will then be asked to select your current payroll provider, either ADP Workforce Now or RUN Powered by ADP. Please select the appropriate choice.

<input checked="" type="radio"/>	Guideline 401(k) Connector for ADP Workforce Now®	Unlimited	\$0.00 / Mo Free
<input type="radio"/>	Guideline 401(k) Connector for RUN Powered by ADP®	Unlimited	\$0.00 / Mo Free

- 3 Note that you will skip this step for now. Simply continue through the flow by selecting "Continue". Once the flow is completed, you will receive an email, based on the email associated with your ADP account, from hello@guideline.com. The email will prompt you to schedule a demo with one of our Account Executives.

Product Settings

VERIFY YOUR GUIDELINE ACCOUNT - TO CONNECT THE ADP CONNECTOR TO GUIDELINE WE REQUIRE YOU TO ALREADY HAVE A PLAN SETUP.

Check this box if you are an existing Guideline customer. If you are not an existing Guideline user, please skip this step.

[Cancel](#)
CONTINUE

Current Users


In order to set up your ADP integration with Guideline, follow these steps.

- 1 Click "Start" on the Task notification on your Guideline Dashboard to set up your Payroll Integration.

Connect your payroll account by 02/01/2019.

Start

- 2 The following window will provide an API token that is needed to integrate successfully with ADP. Select 'Copy' to save the token. **It will be needed in step 6.**



Connect Payroll

Guideline provides a fully automated ADP Workforce Now experience. All you need to do is to add the Guideline 401k app from the ADP Marketplace.

What do we do with this access?

- We setup your benefit in ADP Workforce Now so you don't have to.
- We ensure your employee roster is in sync including salaries, employment status, and contact information.
- We automatically update employee contributions when changes are made via Guideline.
- We apply 401(k) contributions described in ADP Workforce Now's payroll activity.

Instructions to connect Guideline

- Go to the [Guideline 401k app](#) on the ADP Marketplace.
- Purchase the App (the app is free to use).
- Input the following «Connection Token» on the Product Settings page. [\(Copy\)](#)

Connection Token

```
19A24065.5t5h.747ddb48dab714c0a855fb81a393'
```

- Press the Check button to verify the «Connection Token».
- Process with the order.
- You are done! Your Guideline account will now be automatically synced with ADP Workforce Now!

OK

- In the same window, follow the provided ADP Marketplace URL to be taken to the Guideline App.
- Once on the Guideline App in the ADP Marketplace, select "Try the Free Edition" in the top right of the screen.



- Once a new page loads, check the box, agree and continue.
- You will then be asked to select your current payroll provider, either ADP Workforce Now or RUN Powered by ADP. Please select the appropriate choice.

<input checked="" type="radio"/>	Guideline 401(k) Connector for ADP Workforce Now®	Unlimited	\$0.00 / Mo Free
<input type="radio"/>	Guideline 401(k) Connector for RUN Powered by ADP®	Unlimited	\$0.00 / Mo Free

- Check the box shown in the picture below. Input the Copied Code from Step 2 into the 'Connection Token' box and Select 'Continue'.

Product Settings

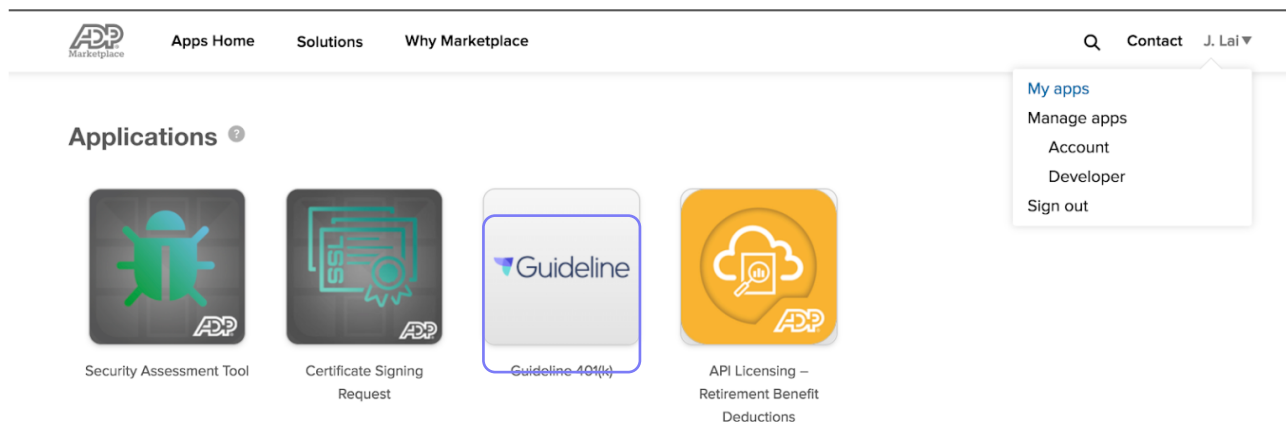
VERIFY YOUR GUIDELINE ACCOUNT - TO CONNECT THE ADP CONNECTOR TO GUIDELINE WE REQUIRE YOU TO ALREADY HAVE A PLAN SETUP.

Check this box if you are an existing Guideline customer. If you are not an existing Guideline user, please skip this step.

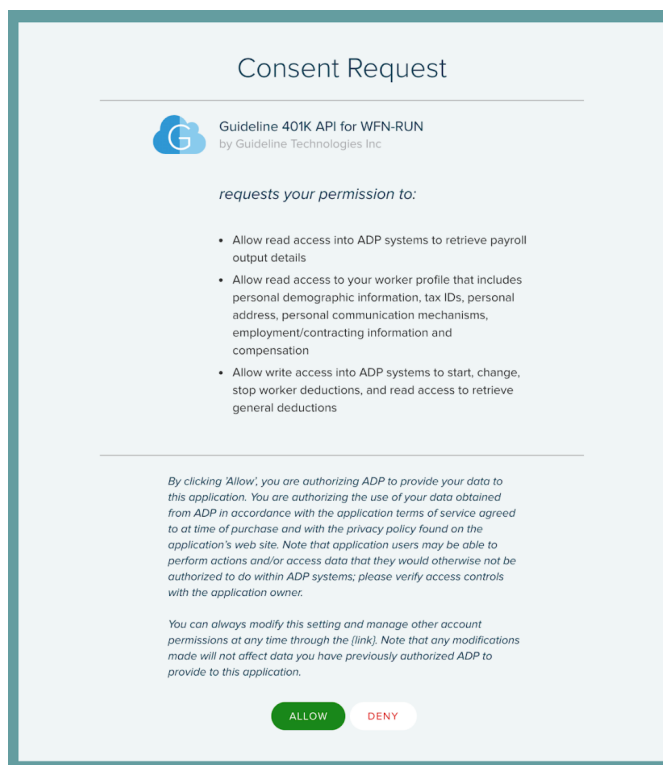
[Cancel](#)
[CONTINUE](#)

- Check the box, agreeing to our Terms of Service and then place order.

- 9 Your order will be confirmed now!
- 10 Go to your apps on the ADP marketplace and select Guideline.



- 11 Once you've selected Guideline, you will be prompted to enable the Data Connector to Guideline.



- 12 You've successfully set up your Guideline - ADP integration!