



STARR
COMPANIES

Human Resources

HR Portal Instructions for Password Retrieval and Reset:

STEP ONE:

Copy and paste the following address into your web-browser, **OR** simply click on the link to go to ADP's self-service page.

<https://portal.adp.com/public/index.htm>

STEP TWO:

Click on the **Forgot your Password** menu option.

STEP THREE:

Enter your HR Portal username into the requested field and click **Submit** to begin the verification process (***REMEMBER: all usernames share the format (first initial)(last name)@CVSTARR.***)

STEP FOUR:

Follow any further instructions presented by ADP in order to complete your request to be reminded of, OR to reset your account's password.