

# REGISTERING FOR SALT LAKE COUNTY INTERNAL EMPLOYEE JOB APPLICATIONS

Go to [jobs.slco.org](http://jobs.slco.org), click on the button for Current Merit Employees, and then click on “Register Here”



Then you will be prompted to add in a Registration code. Enter in the code below and click next.

Registration Code: **NETSECURE REGISTRATION CODE** for Salt Lake County site:

**SALTLAKECO-123**

Then you will enter your **first name, last name, Employee ID, and Partial DOB (Month, Day)** and hit confirm.

**ADP**

Before you register, help us find you in our records.

Registration code\* OZBURNTEST-OHL

What is this?  
Ozburn Hessey Logistics

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First name\*

Last name\*

Employee ID\*

Birth month and day\* October / 21

Then the system will provide you with you User ID the grey box. You will then be asked enter in a password and 3 security questions. You will then hit the register now button at the bottom.

**NOTE:** When you register, you will receive a different username than the email address that you have entered. (For example, if your slco.org username is usually absmith@slco.org, your username for the career site might be ABSmith1@SALTLAKECO). Please store the username where you can find it later.

Enter your contact information How will this be used by ADP?

Email address\*   Work  Personal

Mobile phone number Country code    Work  Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to ADP's Text Messaging Terms and Conditions.

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View your user ID and create a password

User ID\*  ←

Password\*  Password Strength: ←

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password\*  ←

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In case you forget your user ID or password

Question 1\*  ←

Your answer\*

Question 2\*  ←

Your answer\*

Question 3\*  ←

Your answer\*

You will see a success message, and that **ADP Recruiting** is one of your available products.

Return to [jobs.slco.org](http://jobs.slco.org), click on Current Merit Employees, and log in.



If you have problems registering, please contact Human Resources at 385-468-0570.