How to Upload Your Photo in ADP

1. Select the MYSELF Tab >> My Information >> Profile

![](MYSELF.png)

2. Click on the CAMERA image in the red circle for uploading your Profile Picture to ADP. Please use a recent business appropriate photo of yourself, where your face is in focus, and you are the only subject in the photo.

![](Profile.png)

Upload your profile picture

Drag and drop your files here, or select them from your computer or

Maximum file size is 200Kb. Files need to be in .jpg, .jpeg, .png, .gif, or .bmp formats.