Getting Started with ADP Mobile Solutions

To begin using ADP® Mobile Solutions on your mobile device, you must be registered to use Employee Access. For more information, see your payroll administrator.

Depending on the device you use, there are two ways to use ADP Mobile Solutions:

- Install the app on your Apple® or Android™ mobile device
- Access ADP Mobile Solutions using your device browser

Installing the App on a Mobile Device

If you have one of the following devices, you can install the app directly from the Apple iTunes® App Store, or from the Android™ App Store, Google Play.

- iPhone® (3G or higher), iPad®, or iPod touch®, with iOS 3.x or higher
- Android™ (v2.0 or higher)

1. For Apple devices, go to the App store on your device or iTunes on your computer and install the ADP Mobile Solutions app.

   For Android devices, go to the Google Play Store on your device or http://play.google.com on your computer and install the ADP Mobile Solutions app.

   Note: The app is available for multiple ADP products. Not all features listed in the description and screen shots on the App store are currently available for RUN Powered by ADP.

2. Open the ADP Mobile Solutions app on your device.

3. On the Login page, enter your Employee Access user ID.

   If you don't want to re-enter it every time you launch the application, turn on **Save My User ID** and then select **Log in**.

4. Enter your Employee Access password and select **Log In**.

   If you forget your password, see your payroll administrator to have it reset.

5. Review the Terms of Use and select **Accept**.

Using a Browser to Access the App

If you have one of the following devices, you can access the App using a URL:

- Android (v2.0 or higher)
- BlackBerry® (v4.6.1 or higher)
- iPhone (3G or higher), iPad, or iPod touch, with iOS 3.x or higher

Important: Cookies must be enabled in your browser.

1. On your mobile device, go to: https://mobile.adp.com

2. On the Login page, enter your Employee Access user ID.

   If you don't want to re-enter it every time you launch the application, select **Remember User ID** and then select **Submit**.

3. Enter your Employee Access password and select **Log In**.

   If you forget your password, see your payroll administrator to have it reset.

4. Review the Terms of Use and select **Accept**.

For more information about ADP Mobile Solutions, go to http://www.adp.com/mobilesolutions/