

Registering a New Employee in RUN Powered by ADP®

1. From the RUN employee login page, <u>myaccess.adp.com</u>, click **Register Now**.



2. Complete all fields.

First, we need to verify your identity		
First Name	Last Name	
Date of Birth	Social Security Number	
Month • Day • Year •		

3. Click Next.

First, we need to verify your identity			
First Name		Last Name	
Steven		Smith	
Date of Birth		Social Security Number	
January 🗸	1 🗸 1988 🗸		
Register as a contr	actor (1099)	CANCEL NEXT	



4. Complete all fields.

Next, complete yo	our registration	
Create User ID (at least 8 characters)	Email	
Create Password	Retype password	
Security question 1		
		*
Answer to Question 1		
Security question 2		
		*
Answer to Question 2		
Security question 3		
		~
Answer to Question 3		
I have read and agree to the Employee Access terms and conditions		

5. Click Next.

Create User ID (at least 8 characters)	Email
stevensmith	StevenSmith@TestCompany.com
Create Password	Retype password
Security question 1	
What was your childhood nicknam	e that most people do not know? 🔹
Answer to Question 1	
Stevey Boy	
Security question 2	
In what city was your mother born	? (Enter full name of city only) 🔹 👻
Answer to Question 2	
Townsvillefieldship	
Security question 3	
What was the name of your first pe	et? *
Answer to Question 3	
Spike	
I have read and agree to the Employee Access terms and conditions	
	CANCEL NEXT



6. Read the Terms and Conditions of Service and click I Agree.

Terms and Conditions of Service	
Terms and Conditions of Service for <i>RUN Powered by ADP®</i> Employee Access BY CLICKING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE Terms and Conditions of Service for RUN Powered by ADP® Employee Access (hereafter referred to as TERMS OF USE or Terms.)* If you do not agree to all of the Terms of Use, you are not authorized to access or otherwise use this site (the "Site").	•

7. To access ADP Time & Attendance, click **Time & Attendance**.

Dashboard	Dashboard	Steven Smith @ TLM Serivce Test 1 👤 LOG OUT
Pay	Pay ~	Your Time
My Info	No pay statements available	no data
	DOWNLOAD PAY STATEMENT	

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