



Registering a New Employee in RUN Powered by ADP®

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

Welcome!

Please enter your User ID

User ID

Forgot your User ID? | Forgot your Password?

NEXT

First time user? **REGISTER NOW**

2. Complete all fields.

First, we need to verify your identity

First Name

Last Name

Date of Birth

Month Day Year

Social Security Number

3. Click **Next**.

First, we need to verify your identity

First Name

Last Name

Date of Birth

January 1 1988

Social Security Number

Register as a contractor (1099)

CANCEL **NEXT**

4. Complete all fields.

Next, complete your registration

Create User ID (at least 8 characters)	Email
<input type="text"/>	<input type="text"/>
Create Password	Retype password
<input type="password"/>	<input type="password"/>
Security question 1	
<input type="text"/>	
Answer to Question 1	
<input type="text"/>	
Security question 2	
<input type="text"/>	
Answer to Question 2	
<input type="text"/>	
Security question 3	
<input type="text"/>	
Answer to Question 3	
<input type="text"/>	

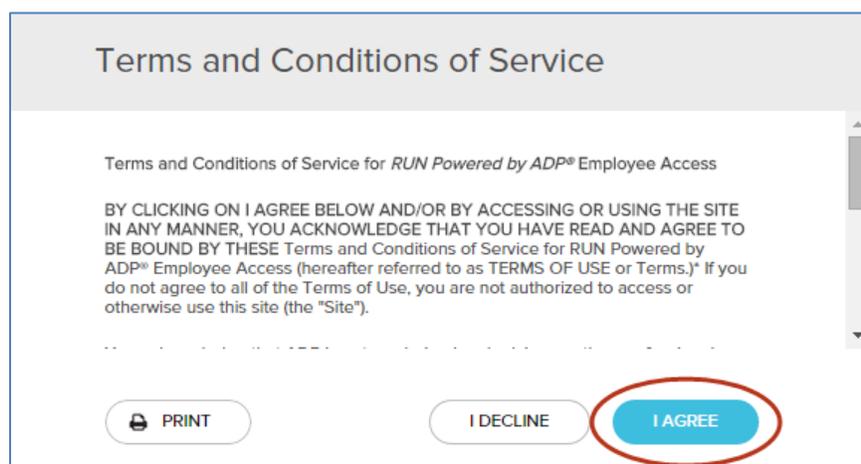
I have read and agree to the Employee Access [terms and conditions](#)

5. Click **Next**.

Create User ID (at least 8 characters)	Email
<input type="text" value="stevensmith"/>	<input type="text" value="StevenSmith@TestCompany.com"/>
Create Password	Retype password
<input type="password" value="*****"/>	<input type="password" value="*****"/>
Security question 1	
<input type="text" value="What was your childhood nickname that most people do not know?"/>	
Answer to Question 1	
<input type="text" value="Stevey Boy"/>	
Security question 2	
<input type="text" value="In what city was your mother born? (Enter full name of city only)"/>	
Answer to Question 2	
<input type="text" value="Townsvillefieldship"/>	
Security question 3	
<input type="text" value="What was the name of your first pet?"/>	
Answer to Question 3	
<input type="text" value="Spike"/>	

I have read and agree to the Employee Access [terms and conditions](#)

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



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

