

Registration Quick Reference Card for Employees/Associates



Welcome! Register an account with ADP to access the services offered by your organization.

Option 1: Using a Personal Registration Code

- 1 On your ADP service website, enter the registration code (for example, b9a7q6re) received in an email from ADP (SecurityServices_NoReply@adp.com) or from your administrator. This code will expire in 15 days from the date of issue.

Create your account

Registration code

[HOW DO I GET A CODE?](#)

NEXT

x CANCEL

- 2 Enter your personal identity information.

Identify yourself

First name*

Last name*

And one of these*

Last 4 Digits of SSN, EIN, or ITIN

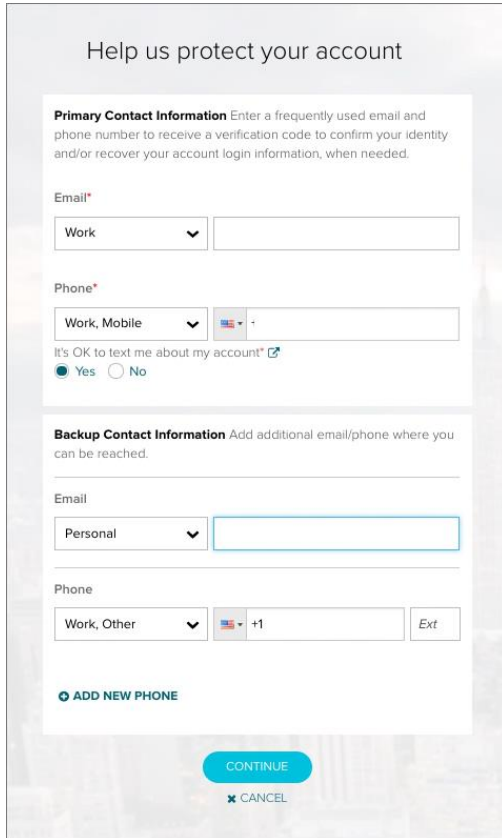
Employee ID

Birth month and day

CONTINUE

x CANCEL

- 3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.



Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*
Work [input field]

Phone*
Work, Mobile [country dropdown] [input field]

It's OK to text me about my account* [?](#)
 Yes No

Backup Contact Information Add additional email/phone where you can be reached.

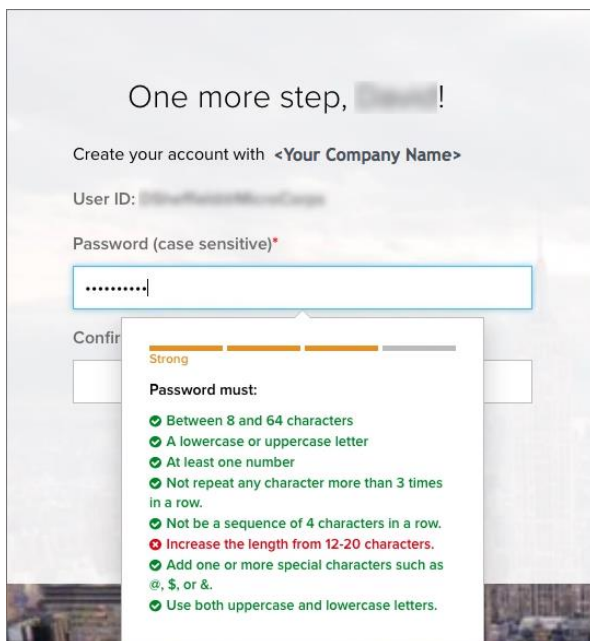
Email
Personal [input field]

Phone
Work, Other [country dropdown] +1 [input field] Ext [input field]

[ADD NEW PHONE](#)

[CONTINUE](#)
[CANCEL](#)

- 4 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.



One more step, [blurred]!

Create your account with <Your Company Name>

User ID: [blurred]

Password (case sensitive)*
[input field]

Confirm [input field]

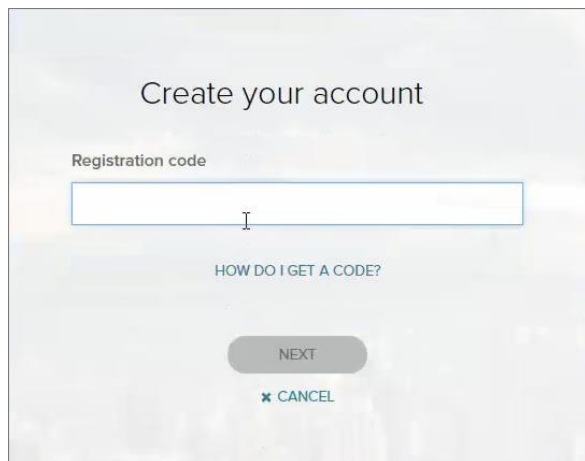
Strong

Password must:

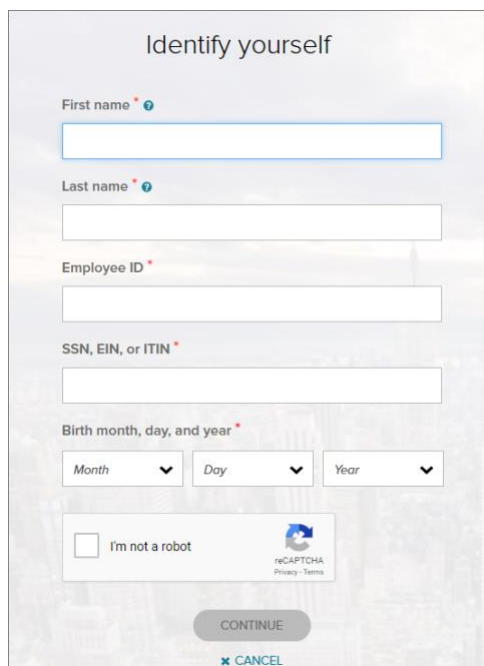
- Between 8 and 64 characters
- A lowercase or uppercase letter
- At least one number
- Not repeat any character more than 3 times in a row.
- Not be a sequence of 4 characters in a row.
- Increase the length from 12-20 characters.
- Add one or more special characters such as @, \$, or &.
- Use both uppercase and lowercase letters.

(OR) Option 2: Using an Organizational Registration Code

- 1 On your ADP service website, enter the registration code in the format “CompanyID-companyspecificcode” (for example, CompanyID-200Alabama1943) from the welcome packet, email, or similar communication from your administrator.



- 2 Enter your personal identity information.



- 3 Complete additional verification, if required.
Note: In the United States, if you register with a Social Security number and date of birth (without an Employee/Associate ID), additional verification may be required.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is **unique** within your organization, and you have access to it.

- **Option 2 – Answer Identity Questions**

If your email address or mobile phone number is **not unique** within your organization’s records, or you do not recognize or have access to them.

- 4 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

The screenshot shows a web form titled "Help us protect your account". It is divided into two main sections: "Primary Contact Information" and "Backup Contact Information".

Primary Contact Information: This section asks for a frequently used email and phone number to receive verification codes. It includes a dropdown menu for "Email" (set to "Work") and a text input field. Below that, it asks for a "Phone" number with a dropdown menu (set to "Work, Mobile") and a country code dropdown (set to "US"). A checkbox "It's OK to text me about my account" is checked, with "Yes" selected and "No" unselected.

Backup Contact Information: This section asks for additional email/phone where the user can be reached. It includes a dropdown menu for "Email" (set to "Personal") and a text input field. Below that, it asks for a "Phone" number with a dropdown menu (set to "Work, Other"), a country code dropdown (set to "US"), a "+1" indicator, and an "Ext" field.

At the bottom of the form, there is a blue "CONTINUE" button and a grey "CANCEL" button.

- 5 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

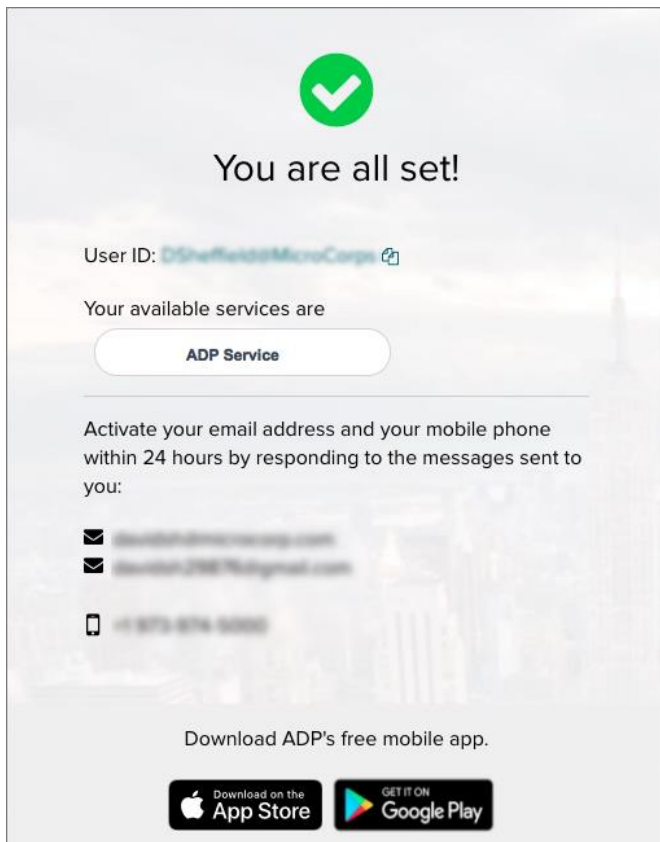
The screenshot shows a web form titled "One more step, [Name]!". It is for creating an account with "<Your Company Name>".

The form includes a "User ID" field with a blurred input. Below it is a "Password (case sensitive)*" field with a masked input (dots). A "Confirm" field is partially visible below the password field.

A password strength indicator shows a progress bar with the word "Strong" in orange. A tooltip box titled "Password must:" lists the following requirements:

- Between 8 and 64 characters
- A lowercase or uppercase letter
- At least one number
- Not repeat any character more than 3 times in a row.
- Not be a sequence of 4 characters in a row.
- Increase the length from 12-20 characters.
- Add one or more special characters such as @, \$, or &.
- Use both uppercase and lowercase letters.

Click Create Your Account to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).



Disclaimer: Employee registration does not apply to admin-only services such as General Ledger Interface, ADP Reporting, and Payroll QuickView. The registration process outlined in this document does not apply to RUN Powered By ADP® Employee Access®. The registration process will vary slightly for employees registering for ADP Retirement Services on the participant website at www.mykplan.com.

Activate Your Email Address

During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Activate Your Mobile Phone

During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

- 1 Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account. [See this step.](#)

Upon successful verification of the information that you entered, your user ID will be displayed.

- 2 To reset your password, select the “I don’t know my password” option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is unique within your organization, and you have access to it. [See Option 1.](#)

- **Option 2 – Answer Your Security Questions**

If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them. [See Option 2.](#)

Upon successful verification of your response, you will be prompted to enter and confirm your new password. [See this step.](#)

