



Always Designing
for People®

Mobile Federated Single Sign On (SSO)

Getting Started Guide for Employees

Version 3.2



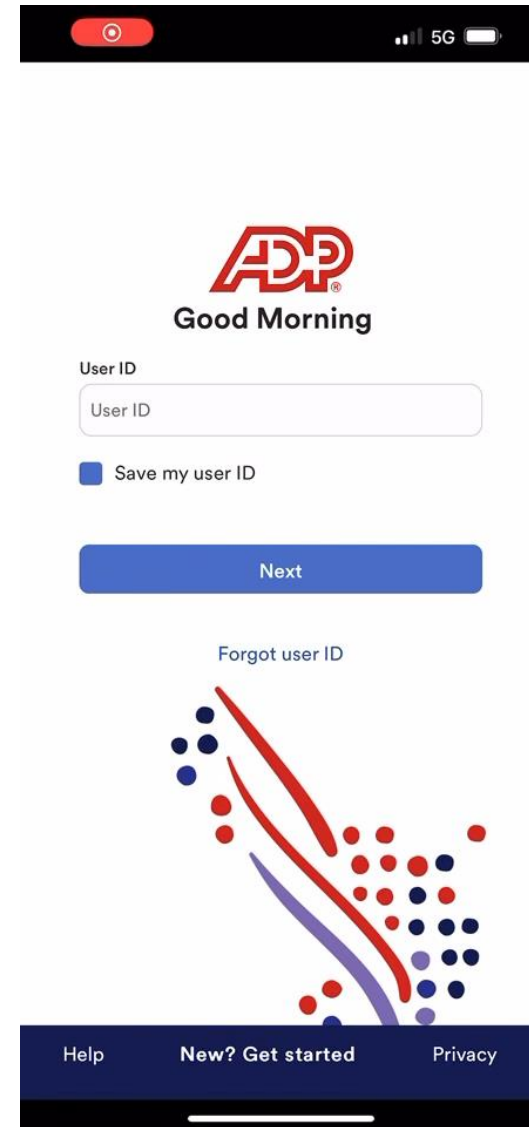
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Start here

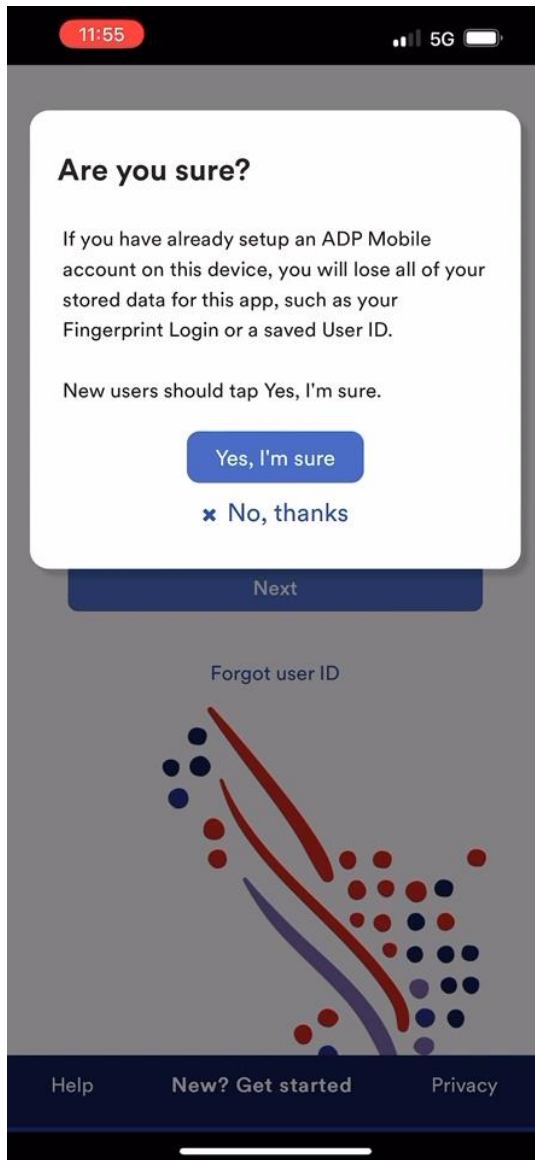
1. Scan the QR code to download the ADP Mobile Application.



2. Launch the ADP Mobile app on your smart phone and tap **New? Get Started** at the bottom of the screen.

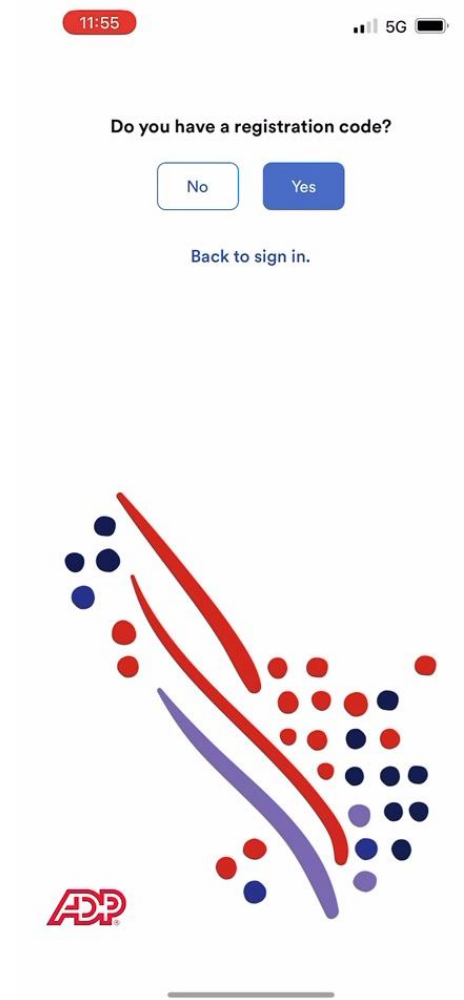


3. Tap **Yes, I'm Sure**.

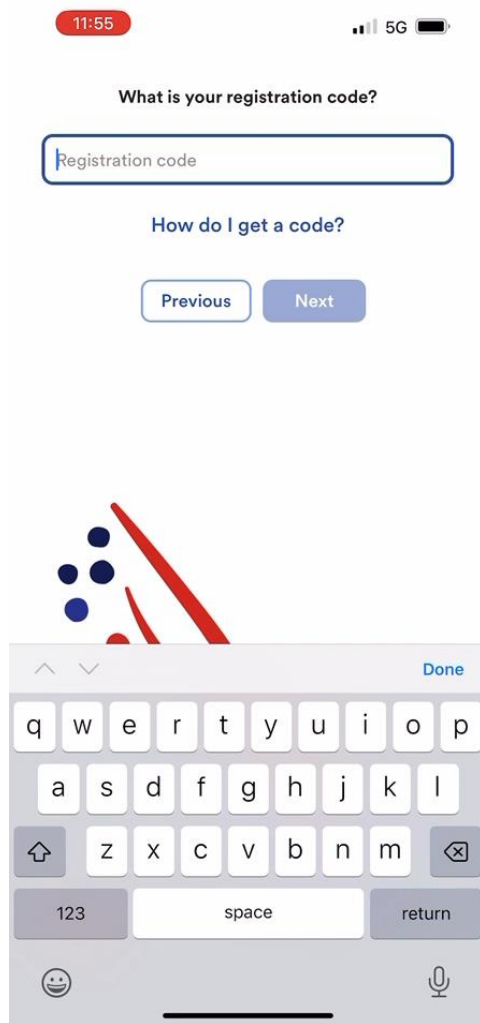


4. **Registration Code:**

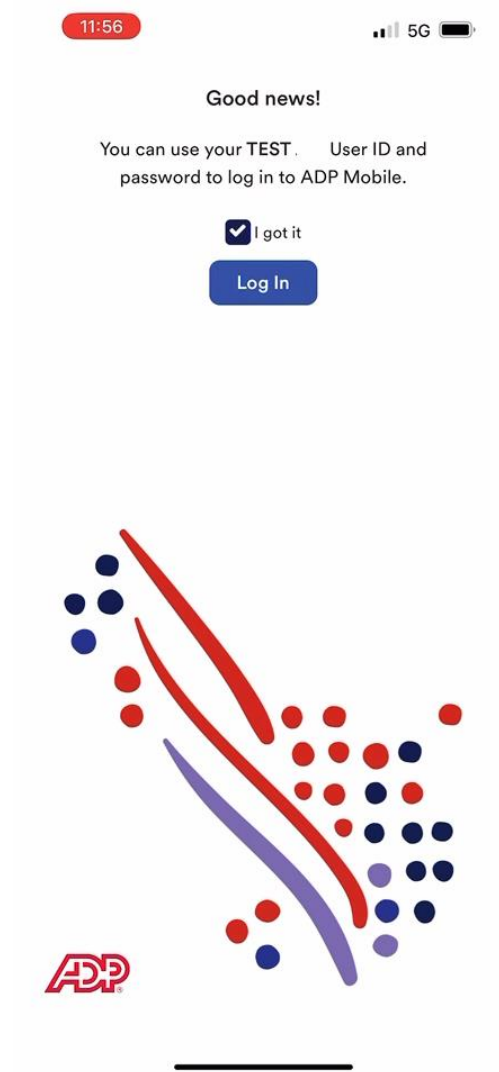
Please check with your administrator for your organization code, or you may have received a code in and email from ADP (SecurityServices_NoReply@adpcom) and select **Yes**. Organizations not using registration codes select **No** and skip to [User Information Registration](#).



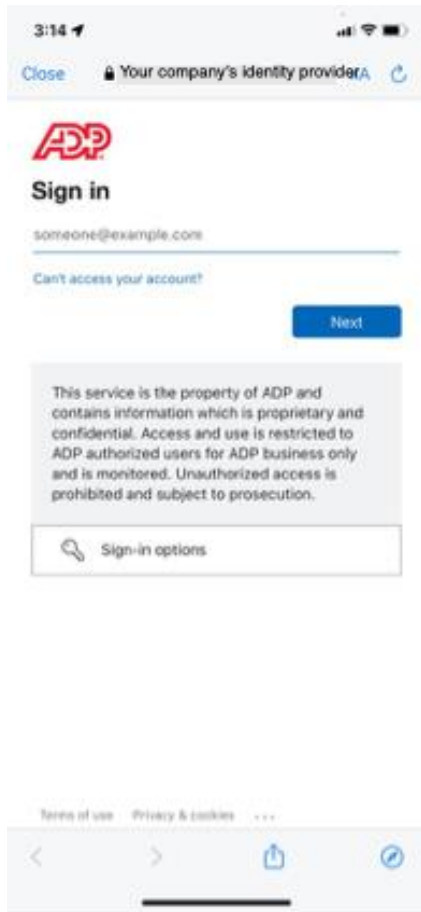
5. Enter your registration code.



6. Select 'I got it' and Login.



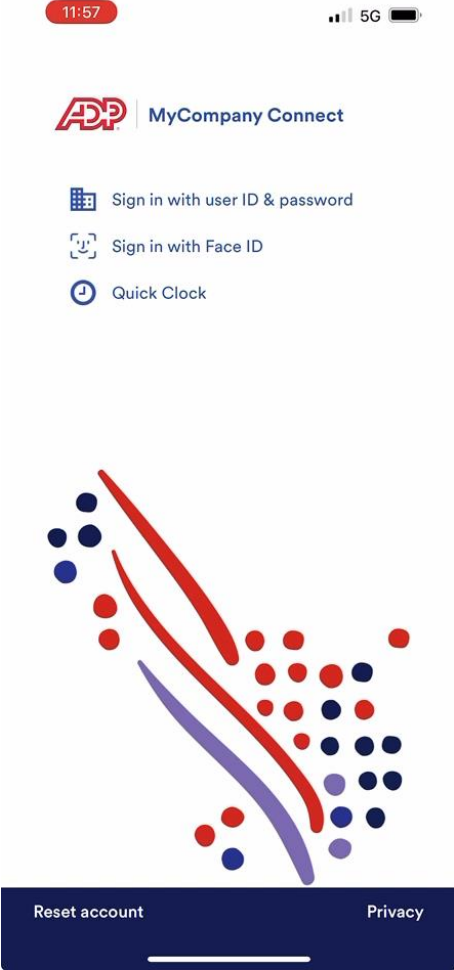
7. Enter the login user ID and password that you use to sign in to your company's network or Identity Provider and tap **Next**.



8. You will then be authenticated in the MyADP app.

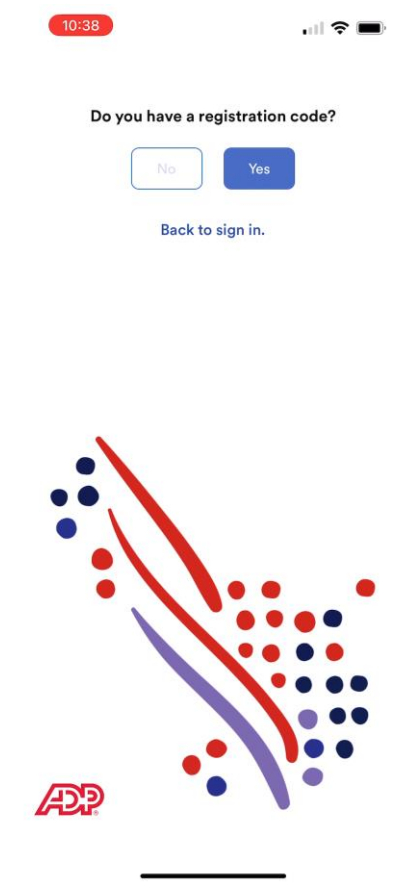


9. When you log in for future sessions, you can use one of the biometric options available to you or use your User ID and password.

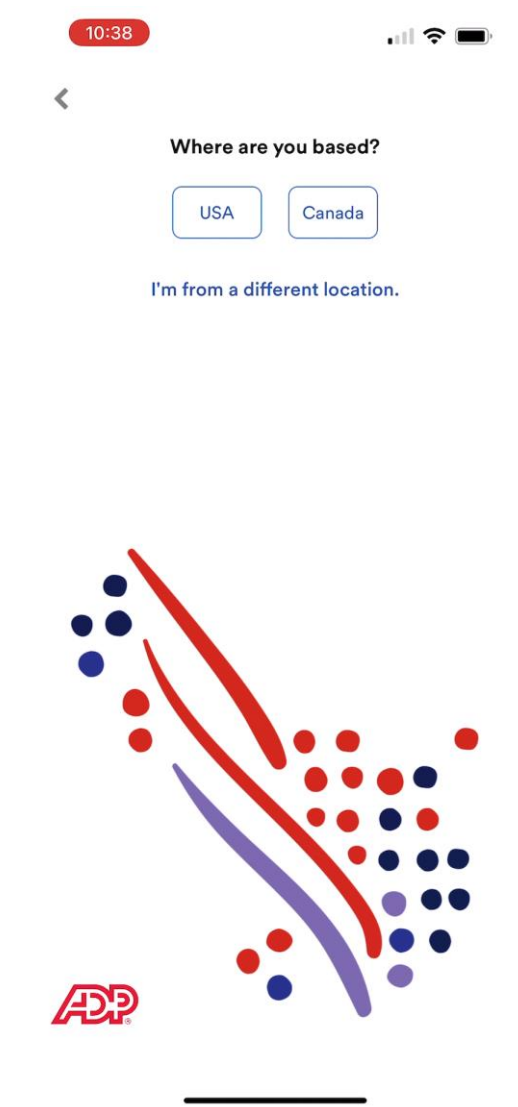


User information registration:

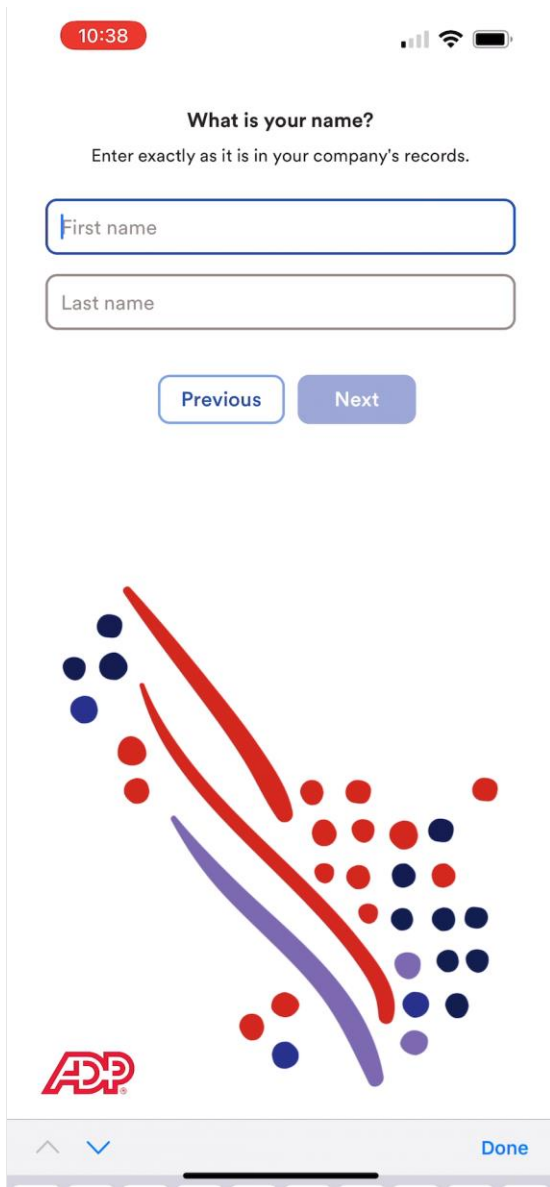
1. On the Do you have a registration code, tap **No**.



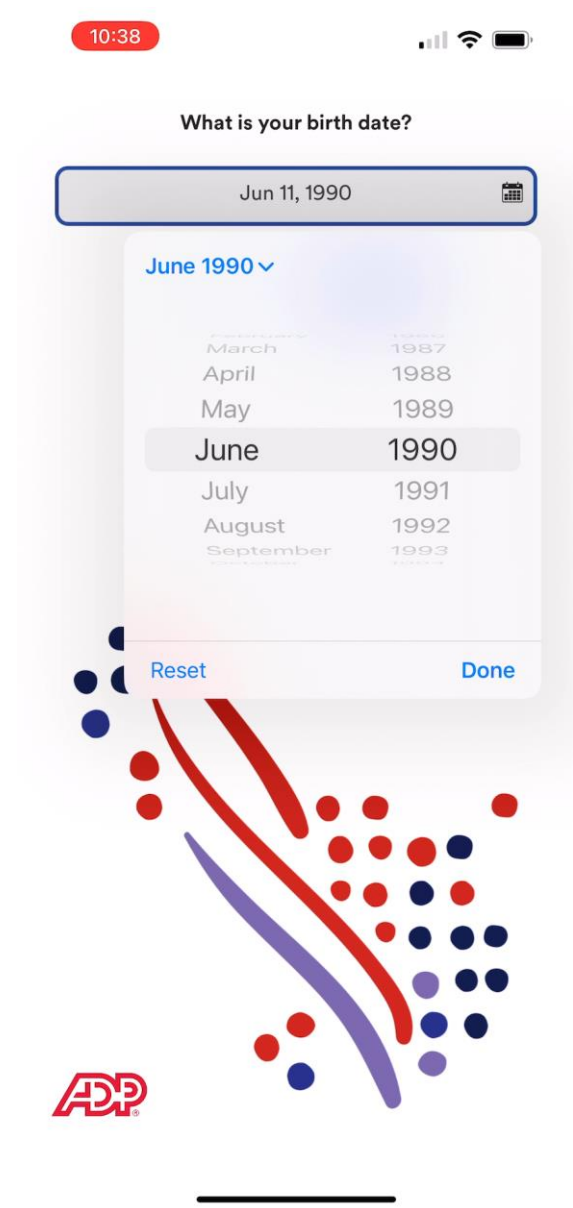
2. Select your country of residence (USA is shown in this guide).



3. Enter your name exactly as it exists in your company's records and tap **Next**.



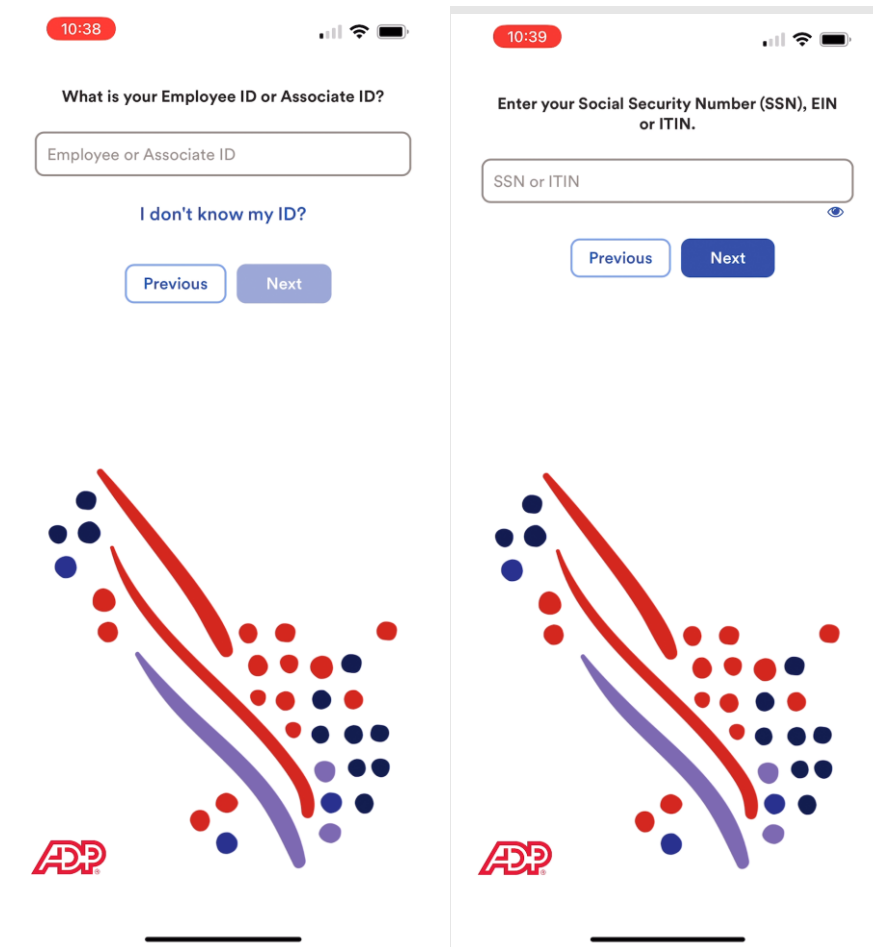
4. Enter your date of birth and tap **Next**.



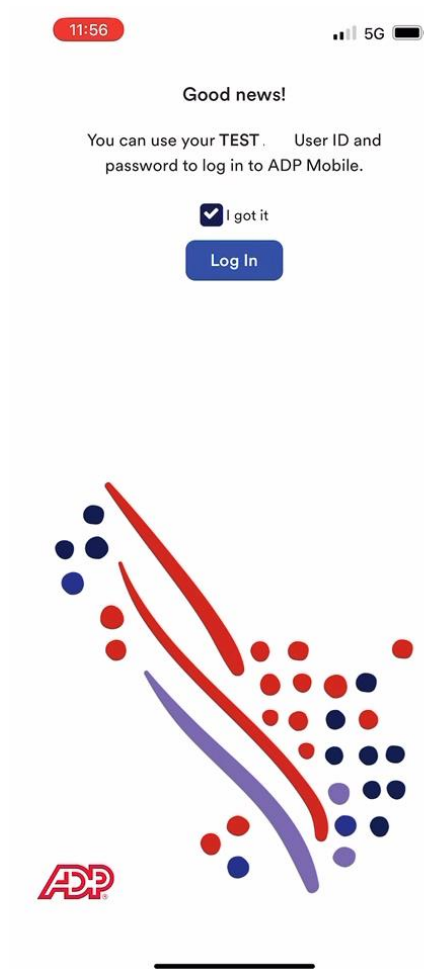
5. Enter the Employee ID/Associate ID provided by your company and tap **Next**. Alternatively, US residents can

tap **I don't know my ID?** and then enter your Social Security Number.

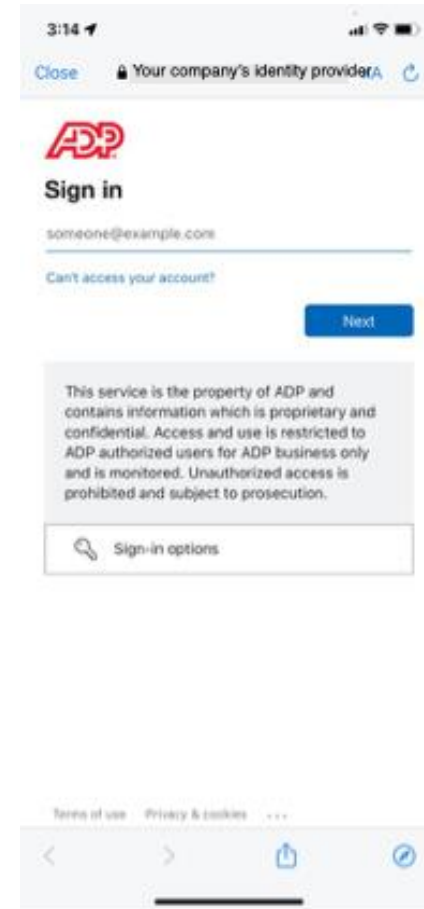
6. Review the information you entered and tap **Confirm** if it's correct.



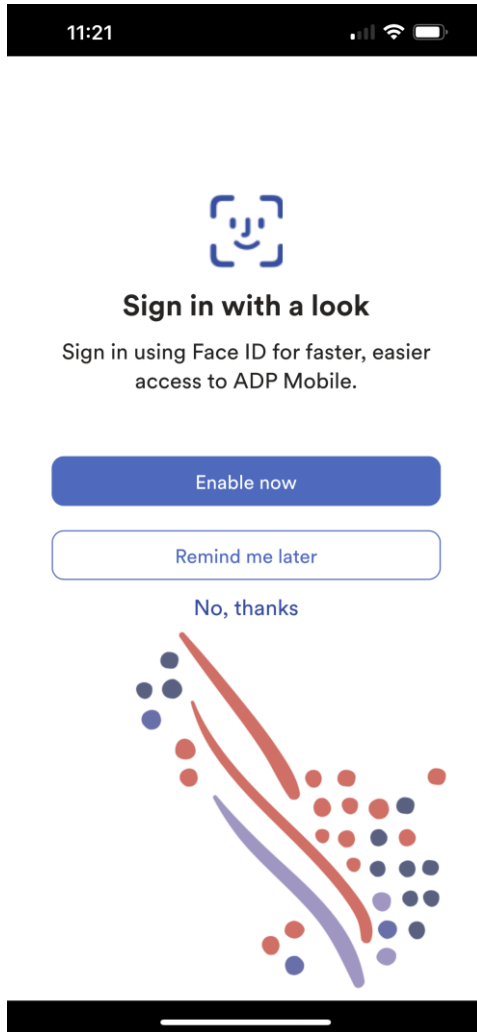
- ADP verifies the information you entered against the information available in your company records. Upon successful verification, check **I Got it**, and tap **Log In**.



- Enter the login user ID and password that you use to sign in to your company's network or Identity Provider and tap **Next**.



- If you're a first-time user, you must accept the Terms and Conditions. Then on the MyCompany Connect page, tap **Enable Now** to enable biometric login for faster access. The biometric options available to you will vary based on your mobile device.



Congratulations! Your set up is complete and you can access your ADP services on your mobile device.

10. When you log in for future sessions, you can use one of the biometric methods available to you or sign in with your user ID and password.

