



Always Designing
for People™

MyADP Registration Job Aid

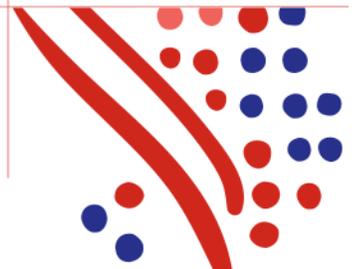
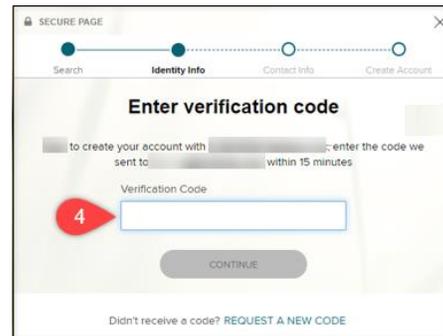
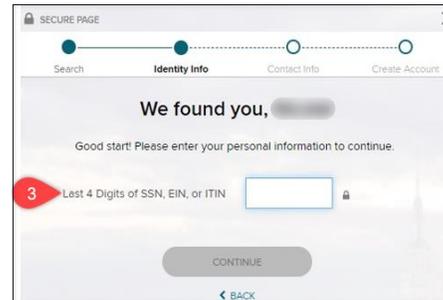
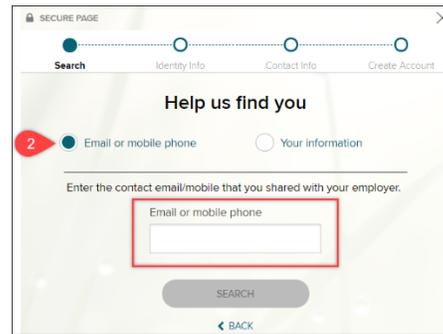
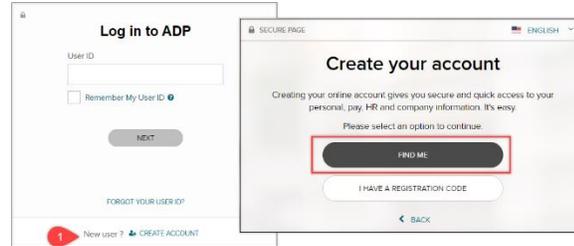
MYADP REGISTRATION REQUIREMENTS:

To access MyADP through my.adp.com you must complete the one-time registration requirements listed below:

1. Go to my.adp.com and select **CREATE ACCOUNT**, then **FIND ME**
2. Select the **EMAIL OR MOBILE PHONE** radio button and enter the email or mobile number that is on file with your organization, then **SEARCH**
 - a. If your email or phone number is not on file OR your email or phone number is on file with multiple organizations, select **YOUR INFORMATION** and go to **Step 7**

Note: First-time registration PRCs must be issued to an email address to comply with the Telephone Consumer Protection Act.

3. Enter the last 4-digits of your SSN and select **CONTINUE**
4. Enter the Verification Code that was sent to your email address and select **CONTINUE**





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5. Enter any missing information and select **CONTINUE**

SECURE PAGE

Search Identity Info Contact Info Create Account

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 receive your account login information, when needed.

Email*

Work

Phone*

Personal, Mobile

+1

ADD BACKUP CONTACT INFORMATION

CONTINUE

6. Enter a **USER ID** and **Password**, accept the terms and conditions and select **CREATE YOUR ACCOUNT**

SECURE PAGE

Search Identity Info Contact Info Create Account

One more step, [Name]!

Let's set up the login information for your account with [Name]:

User ID *

Password (case sensitive) *

Confirm password (case sensitive) *

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT

7. Enter your first name, last name, date of birth, country and last 4-digits of your SSN and select **SEARCH**
 - a. Go to **Steps 3 - 6** to complete the registration requirements

7

First name *

Last name *

Date of Birth *

Month Day Year

Country *

USA

SSN (Last 4 digits)

Employee/Associate ID

SEARCH

BACK

