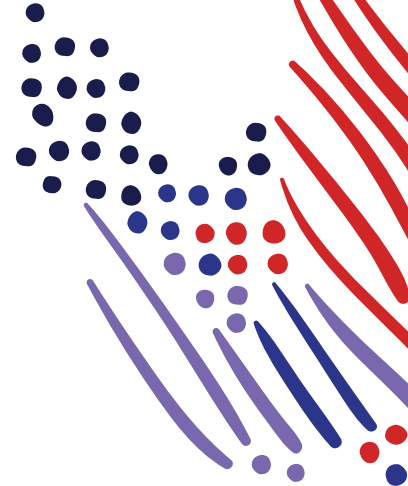


Registration Guide



Employee Registration for myADP

This information outlines the process for employee registration on myADP to view employee Wage Garnishment details. It describes initial registration steps as well as managing settings and preferences. It also covers the policies and options for reactivating suspended accounts and deleting user accounts.

Begin Registration

1 Access myadp.com and click **Register Now**.

2 Select an option to **Create your account**.

Find Me with Email/Mobile

Permits you to leverage the email address on file with your employer to complete the registration process.

I Have a Registration Code

Permits you to leverage a registration code provided by your employer.

3. **Locate** your account and confirm your identity.

Find Me with Email/Mobile

1. Enter your email or mobile number and click **Continue**.

A screenshot of a web browser window titled 'SECURE PAGE'. The navigation bar shows four steps: Search, Identity Info, Contact Info, and Create Account. The 'Search' step is active. The main heading is 'Help us find you'. Below it, a message says: 'Enter the contact email/mobile that you shared with your employer. If found, we'll send you a verification code to confirm your identity.' There is a text input field labeled 'Email or mobile phone'. Below the field, a link says 'No email or mobile on file? ENTER YOUR INFO'. At the bottom, there is a blue 'CONTINUE' button and a grey '< BACK' button.

2. Confirm your identity by entering the **last 4 digits of your SSN**. If the initial validation fails, a second attempt to validate is provided.

A screenshot of a web browser window titled 'SECURE PAGE'. The navigation bar shows four steps: Search, Identity Info, Contact Info, and Create Account. The 'Identity Info' step is active. The main heading is 'We found you, Jenifer!'. Below it, a message says: 'Good start! Please enter your personal information to continue.' There is a text input field labeled 'Last 4 Digits of SSN, EIN, or ITIN' with a lock icon. At the bottom, there is a blue 'CONTINUE' button and a grey '< BACK' button.

A screenshot of a web browser window titled 'SECURE PAGE'. The navigation bar shows four steps: Search, Identity Info, Contact Info, and Create Account. The 'Identity Info' step is active. The main heading is 'Help us find you'. Below it, a message says: 'We cannot find you in our records. Review your entries and try again.' There are three radio button options: 'Last 4 Digits of SSN, EIN, or ITIN', 'Birth month and day', and 'Employee ID'. The 'Birth month and day' option is selected. Below the options, there are two dropdown menus labeled 'Month' and 'Day'. At the bottom, there is a grey 'SEARCH' button and a grey '< BACK' button.

I Have a Registration Code

1. Enter the registration code you receive via email or similar communication from your Administrator.

A screenshot of a web browser window titled 'SECURE PAGE'. The navigation bar shows four steps: Enter Code, Identity Info, Contact Info, and Create Account. The 'Enter Code' step is active. The main heading is 'Enter registration code'. Below it, there is a text input field labeled 'Registration code'. At the bottom, there is a grey 'NEXT' button and a blue '< BACK' button.

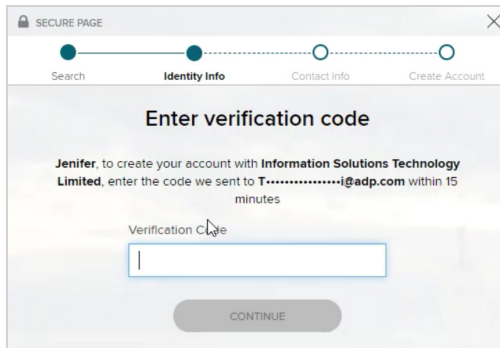
Use the format "CompanyID-companyspecificcode" (for example, CompanyID-200Alabama1943).

2. Enter your **First name**, **Last name**, and **Social Security Number (SSN)**. Click **Continue**.

A screenshot of a web browser window titled 'Identify yourself'. The main heading is 'Identify yourself'. Below it, there are three text input fields labeled 'First name', 'Last name', and 'SSN'. At the bottom, there is a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. Below the checkbox, there is a blue 'CONTINUE' button and a blue 'X CANCEL' button.

Find Me with Email/Mobile

3. Retrieve the verification code sent to the email/mobile address provided and enter the code.



I Have a Registration Code

3. A message will display to indicate if you were found based on the information you provided. You'll be presented with one or both options for verifying your identity.

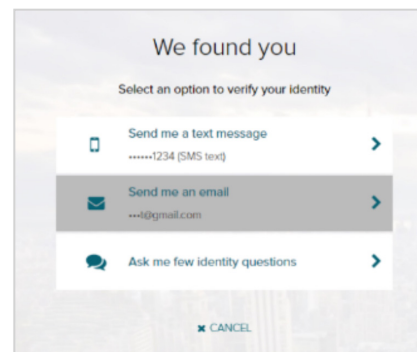
Send me a text message or email.

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

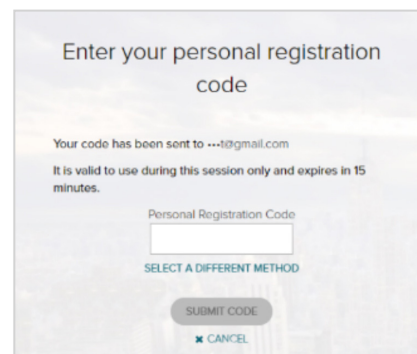
Ask me a few identity questions.

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. Click to choose **Send me a text message** or **Send me an email**. For this example, we've selected an email. Click **Send Code**. (Not displayed).



5. Once you receive the code, enter the **Personal Registration Code** within the allocated 15 minutes. Click **Submit Code**.



4 Update your contact information.

The screenshot shows a 'SECURE PAGE' window with a progress bar at the top indicating four steps: Search, Identity Info, Contact Info (current), and Create Account. The main heading is 'Help us protect your account'. Under 'Primary Contact Information', there is a text prompt and two input fields: 'Email*' with a dropdown menu set to 'Personal' and a text box, and 'Phone*' with a dropdown menu set to 'Personal, Mobile', a country code dropdown set to 'USA', and a text box. Below these is a toggle for 'It's OK to text me about my account*' with 'Yes' selected. The 'Backup Contact Information' section follows with similar fields for 'Email' (dropdown set to 'Work') and 'Phone' (dropdown set to 'Work, Mobile', country code '+1'). At the bottom, there is a link 'ADD NEW PHONE' and a 'CONTINUE' button.

5 Create your user ID and password for your account. Password guidelines will display. Click **Create Account**.

The screenshot shows the 'SECURE PAGE' window with the progress bar now showing 'Create Account' as the active step. The heading is 'One more step, Jenifer!'. The text says 'Let's set up the login information for your account with'. There are three input fields: 'User ID: .' with an '@' icon, 'Password (case sensitive) *' with a green checkmark and a strength indicator bar, and 'Confirm password (case sensitive) *'. Below the password field, a green bar indicates 'Strong' strength with the text '(Add a special character to strengthen)'. At the bottom is a 'CREATE YOUR ACCOUNT' button.

- 6 If you are prompted, select your security questions and enter your answers and click **Continue**.

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

What was the first and last name of your first ▼

Enter answer here

Question 2*

What was your childhood nickname that most ▼

Enter answer here

Question 3*

In what city was your mother born? (Enter full name ▼


Enter answer here

CONTINUE


[✕ CANCEL](#)

NOTE: Users providing a unique email and a unique phone number will not be required to set up security questions and answers. If you do not need to set these up, you'll skip to step 7.

- 7 A confirmation displays. Your registration is complete! Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.




You are all set!


User ID: JSmith@TestCo 


Your available services are

ADP Service



Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

 email



 mobile

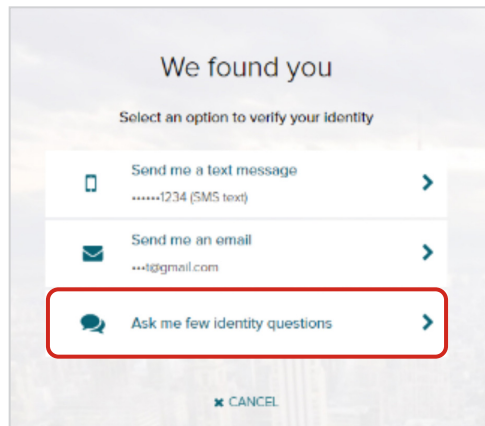
Download ADP's free mobile app.

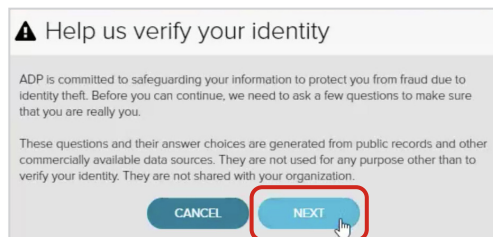
Ask Me a Few Identity Questions

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, you will be required to set up security questions and answers.

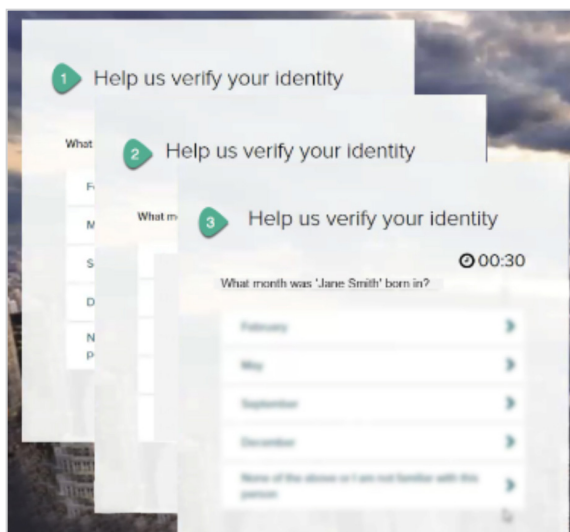
- 1 Select the **Ask me a few identity questions** option. Click **Next**.



- 2 With this selection, you will review a **Help us verify your identity** disclosure. Click **Next**.



- 3 A series of three identification questions will display and each requires an answer before proceeding. Click **Next** after answering each question.



- 4 Complete the Primary Contact Information. Add your frequently used contact email address(s) and mobile number(s) to receive account notifications. Click **Continue**.

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

Phone*

Work, Mobile

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

Phone

Work, Other

+1

Ext

[ADD NEW PHONE](#)

CONTINUE

[CANCEL](#)

- 5 Create your user ID and password for your account. Password guidelines will display. Click **Create Your Account**.

One more step, Jason!

Create your account with Test Co

User ID*

Password (case sensitive)*

Confirm password (case sensitive)*

Very 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

CREATE YOUR ACCOUNT

[CANCEL](#)

One more step, Jason!

Create your account with TestCo

User ID: JSmith1@TestCo

Password (case sensitive)*

Confirm password (case sensitive)*

CREATE YOUR ACCOUNT

[CANCEL](#)

- 6 A confirmation displays. Your registration is complete! Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.

You are all set!

User ID: JSmith@TestCo

Your available services are

ADP Service

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

email

mobile

Download ADP's free mobile app.

Download on the App Store

GET IT ON Google Play

Activation

Activate 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 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 you'll need to 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.

Forgot Your User ID?

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.

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

Forgot Your Password?

To reset your password, select "I don't know my password" and choose an option.

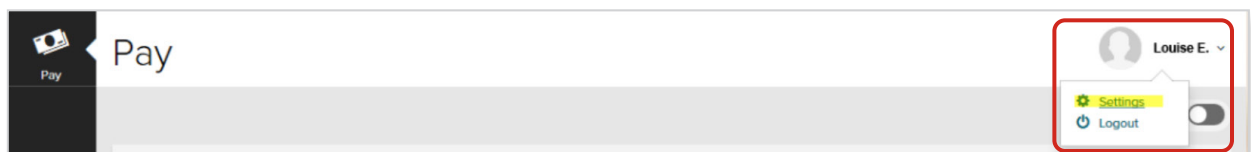
- **Option 1 – Get and Enter a Code within 15 Minutes**
If your email address or mobile phone number is unique within your organization, and you have access to it.
- **Option 2 – Answer Your Security Questions**
If your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them.

Manage Your Account

Log into myadp.com using your registered user name and password.

Settings or Logout

- Click the User Name to display **Settings** or **Logout** options.



Settings Options

Contact Preferences

- Click **Edit**.

Go Paperless

- Slide to make selections.

Security Question

- Click **Edit**.

Accessibility

- Select the checkbox and click **Save**.

User ID

- Click **Edit**.

Password

- Click **Edit**.

Settings

Contact Preferences

Edit your email and mobile phone number to receive important communications

shakeela.shalk@adp.com

EDIT

Go Paperless

Pay Statements

Receive paperless statements ☐

Notify by email ☐

Annual Tax Statements

Notify by email ☐

You can always download your pay and tax statements from the [Pay](#) page.

Security Question

You can change your security questions by clicking the edit button below.

EDIT

Accessibility

MyADP has integrated AudioEye's accessibility technology to enhance your user experience on your desktop.

☐ Enable AudioEye

SAVE

User ID

Change your User ID by clicking the edit button below.

EDIT

Password

You can change your password by clicking the edit button below.

EDIT

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