

# Registration Quick Reference Card



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## Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (for example, acme-abc1 or 9A7B632F) and the URL of your ADP service web site.

On your ADP service web site, click the link to register for ADP services.

## Welcome

Let's get you started

Registration code  ⓘ

NEXT

Enter your registration code.

Do you want to set up an account with  
OrganizationXYZ?

NO

YES

If you do not recognize the name of your organization, select No and start over.

Enter your information to help us find you in our records.

### Help us find you

First name\*

John

Last name\*

Doe

Employee ID

● SSN, EIN, or ITIN

\*\*\*\*\*

Birth month and day\*

January



01



The options available on this page might vary based on your organization's setup.

CONFIRM

Hello, John Doe

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization's administrator for assistance.

CANCEL

REGISTER NOW

Click REGISTER NOW.

## Registration for Employees/Associates

### Enter your contact information

Resetting your password is easier when you:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address\*

Business  Personal

Mobile phone number

United States

Business  Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

### View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID\*

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

Password (case sensitive)\*

Strong

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)\*

### Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1\*

What was the first and last name of your first manager?

Your answer (not case sensitive)\*

John Jonathan

Question 2\*

In what city was your mother born? (Enter full name of city only)

Your answer (not case sensitive)\*

Newark

Question 3\*

In what city was your father born? (Enter full name of city only)

Your answer (not case sensitive)\*

Chicago

REGISTER NOW

Your account

👤 Your user ID: Jdoe@organizationxyz

📄 Your available ADP services:

SELF SERVICE

Activate your email / phone 📧

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

📧 John.doe@organizationxyz.com

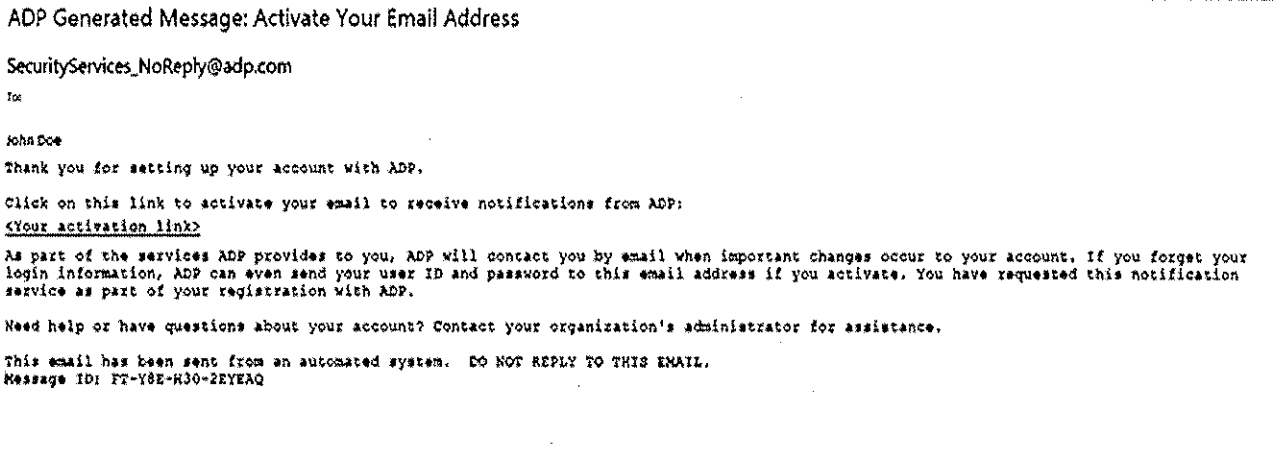
📞 +1 555-555-5555

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.

## Activate Your Email Address

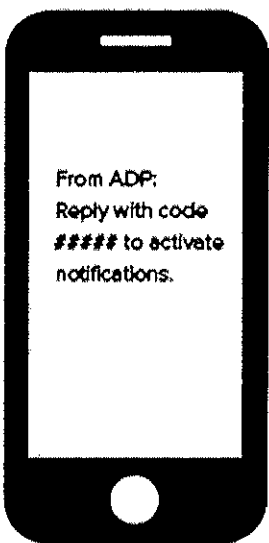
Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.



## Activate Your Mobile Phone

If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender "90206"; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.



## 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 web site to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

The screenshot shows a web form titled "User ID/Password Recovery". At the top right, it says "\* = Required". The form contains the following fields and options:

- User ID (if you know it)**: An empty text input field.
- First name\***: A text input field containing "John".
- Last name\***: A text input field containing "Doe".
- And at least one of these\***: A section with two options:
  - Email address**: A text input field containing "john.doe@organizationxyz.com".
  - Mobile phone number**: A dropdown menu set to "United States +1" and a text input field containing "555-555-5555".

At the bottom of the form are two buttons: "CANCEL" and "NEXT".

Enter your first name and last name exactly as they exist in your organization's records.

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.

The screenshot shows a confirmation screen titled "Your user ID". It displays the following information:

- A message: "John Doe, this is your user ID for OrganizationXYZ:"
- The user ID: "JDoe@OrganizationXYZ"

At the bottom are two buttons: "LOG IN" and "I DON'T KNOW MY PASSWORD".

Use this option to reset your account password. The process will be different for administrators / practitioners.

Congratulations! You have successfully retrieved your user ID of your ADP service account.

### To Reset Your Password

Select the "I don't know my password" option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

#### Your security code

Select where you want to send the security code and click Send Code.

- XXXXXX4133 (SMS text)
- XXXXXXXXXXXXXXXXXXXXn@adp.com

Send the code to your email or mobile phone...

**SEND CODE**

I don't have access to any of these emails/phones

CANCEL

NEXT

#### Your security code

Select where you want to send the security code and click Send Code.

- XXXXX4133 (SMS text)
- XXXXXXXXXXXXXXXXXXXXn@adp.com

SEND CODE

...and enter it here within 15 minutes.

Enter your security code here in **12:45**  
432157

I don't have access to any of these emails/phones

CANCEL

**NEXT**



## Registration for Employees/Associates


If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

### Your security questions

\* = Required

What was the first and last name of your first manager?

Your answer (not case-sensitive)\*

Click  (view) and hold it to reveal your answer.

In what city was your mother born? (Enter full name of city only)

Your answer (not case-sensitive)\*

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive)\*


CANCEL

NEXT

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

### Reset password

\* = Required

New password (case sensitive)\* 

Strong 

Click to see how well your password meets the requirements and how to make it stronger.

Your password is valid

Confirm new pas:

Your password MUST have:

- ✓ At least 8 characters
- ✓ A lowercase or uppercase letter
- ✓ A number

Your password MUST NOT have:

- ✓ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✓ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

CANCEL

To strengthen your password, do the following:

- ✓ Increase the length from 12-20 characters.
- ✓ Add one or more special characters such as @, \$, or &. Use a combination of uppercase and lowercase letters.

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.