



IN THE BUSINESS OF YOUR SUCCESSSM

Self Service Registration Quick Reference

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.

During registration, you will establish your contact preferences and select an email address to receive security notification from your company or ADP. You can also activate your email address and mobile phone numbers to receive login information upon your request.

Before You Begin: You will need your registration pass code and the URL of your ADP service web site. Be sure to keep them handy. If you do not have this information, contact your company administrator for assistance.

On your ADP service web site (<https://portal.adp.com/>), click the link to register for ADP services.



Click **I Agree** on the **Terms and Conditions**.



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Complete the following steps, clicking **Next** to continue:

- 1 Enter the registration pass code.

ADP

Register for ADP Services

Step 1
Begin Registration

Step 2
Verify Identity

Step 3
Get User ID & Password

Step 4
Select Security Questions

Step 5
Enter Contact Information

Step 6
Enter Activation Code

Step 7
Review and Submit

Step 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

Previous Next Submit



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- 2 Enter your personal information to verify your identity.
Note: The fields that are available on this page may vary based on your company setup.

The screenshot shows the ADP registration interface. On the left is a vertical sidebar with seven steps: Step 1 (Begin Registration) is completed with a green checkmark; Step 2 (Verify Identity) is the current step, highlighted with a dark arrow; Steps 3 through 7 are listed below. The main content area is titled "Step 2 of 7: Verify Identity" and includes a privacy notice: "ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity." Below this are several form fields: "Company Name:" with a "NAME" dropdown (note: "(Not your company? Re-enter your registration code.)"); "Identity Type:" with a dropdown menu set to "Full SSN"; "First Name:" and "Last Name:" text boxes; "SSN or EIN or ITIN:" and "Confirm SSN or EIN or ITIN:" text boxes; and "Birth Month, Day and Year:" with a date picker.

- 3 Get your user ID and create your password to log in to your ADP service.
Note: Depending on the ADP services your company is using, the option to create your user ID may be available.

The screenshot shows the ADP registration interface at Step 3 of 7: "Get User ID & Password". The sidebar shows Step 1 and Step 2 completed with green checkmarks, and Step 3 highlighted with a dark arrow. The main content area is titled "Step 3 of 7: Get User ID & Password" and includes a welcome message: "Welcome, Firstname Lastname. You will use this information to log in to your ADP service." Below this are sections for "Your User ID:" and "Create Your Password". The "Create Your Password" section includes instructions: "Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters." There are two password input fields, each with a strength indicator. The first field shows "Password strength: Strong" with a blue progress bar. A callout box on the right provides a mnemonic: "The mnemonic, 'The first time I traveled to a foreign country I was 9 years old' can be used to create the password 'tFt!t2@FC1w9y0' using the following techniques:" followed by a bulleted list: "Use the first letter of most words.", "Capitalize all letters in the first half of the alphabet.", and "Use similar-looking substitutions i.e., ! for 1, 2 for 'to', @ for 'a', etc."



- 4 Select three security questions and enter security answers to protect your account. Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Register for ADP Services

Step 1: Begin Registration ✓
Step 2: Verify Identity ✓
Step 3: Get User ID & Password ✓
Step 4: Select Security Questions ✓
Step 5: Enter Contact Information
Step 6: Enter Activation Code
Step 7: Review and Submit

Step 4 of 7: 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.

Security Questions and Answers*

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1: [What was your childhood nickname that most people do not know?] [v]
Answer 1: [Answer1]

Question 2: [What is the first and last name of your childhood best friend?] [v]
Answer 2: [Answer2]

Question 3: [What was the name of your first pet?] [v]
Answer 3: [Answer3]

- 5 Enter your contact information to receive security notifications from your company or ADP. This is how ADP sends your activation code to you.

Register for ADP Services

Step 1: Begin Registration ✓
Step 2: Verify Identity ✓
Step 3: Get User ID & Password ✓
Step 4: Select Security Questions ✓
Step 5: Enter Contact Information ✓
Step 6: Enter Activation Code
Step 7: Review and Submit

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID.

Email Addresses* **Use for Notifications**
Select at least one email address to use for notifications.

Work Email: []
Personal Email: []

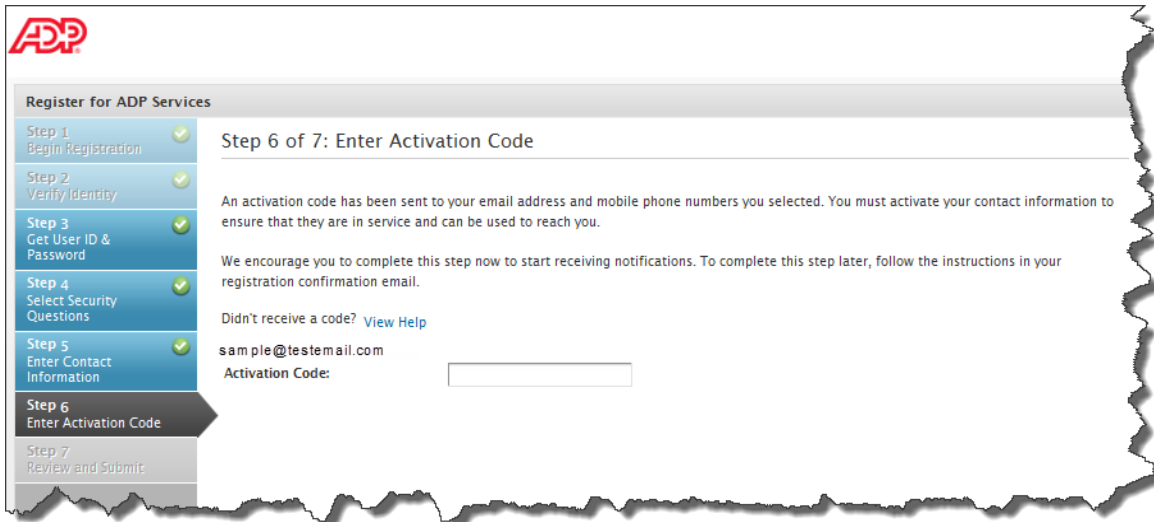
Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

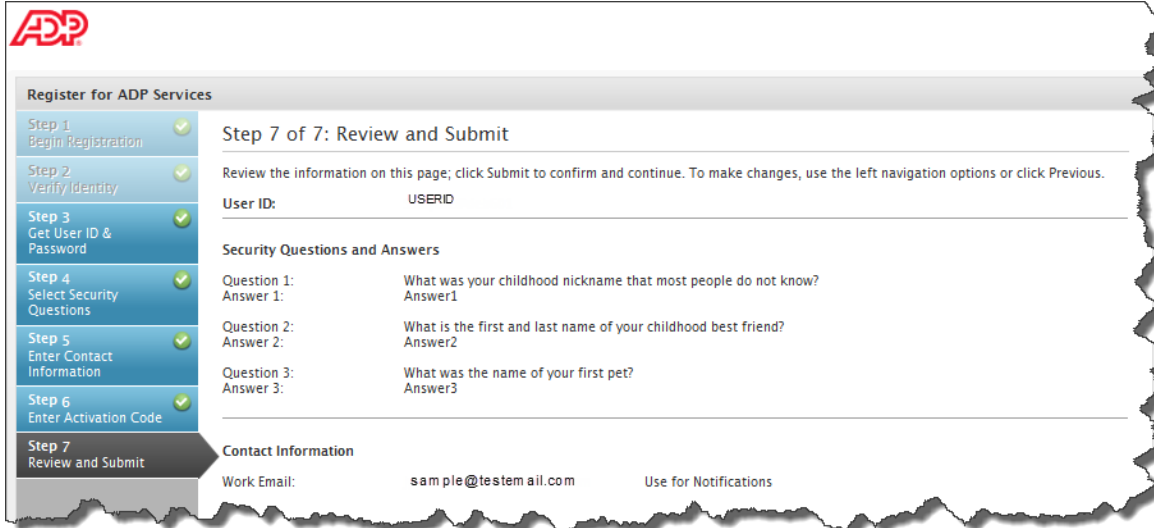
Office: [] Ext: []
Work Mobile: [] I authorize ADP to send my login information to this phone at my request.
Personal Mobile: [] I authorize ADP to send my login information to this phone at my request.



- 6 Enter the activation code you received from ADP.
Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc.



- 7 Review your information and click **Submit**.



- 8 On the confirmation page, click **Log In**. Once registered, you can log in to your ADP service and manage your account information to keep it accurate.