

# Registration Quick Reference Card for Employees/Associates



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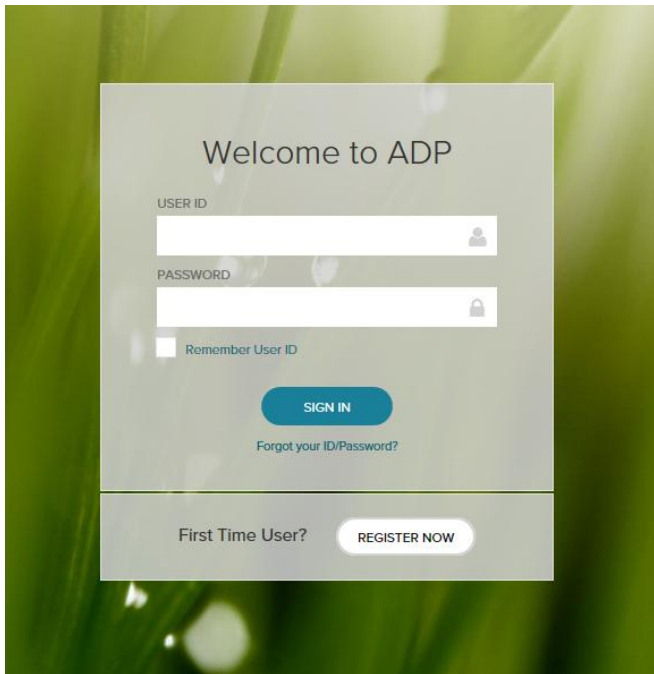
## Registration

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.

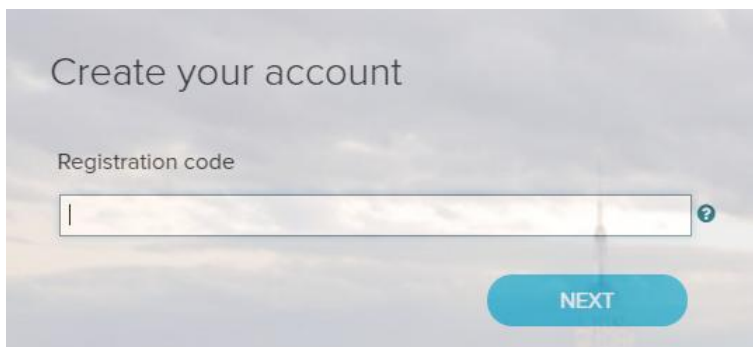
**Before You Begin:** You will need your organization’s registration code in the format “CompanyID-companyspecificcode” (for example, CompanyID-200Alabama1943). If you do not have this information, contact your organization’s administrator.

Go to the <https://my.adp.com> web site and click “Register Now”.

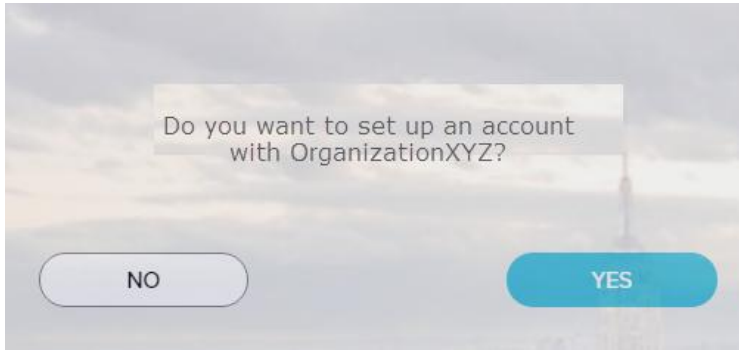
**Security Tip:** To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.



Follow the instructions on the pages.



Enter your organizational registration code.



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

Enter your identity information and click on the "I'm not a robot" check box to answer a quick challenge and prove you are human.

A screenshot of the "Identify yourself" registration form. The form includes the following fields and elements:

- Identify yourself** (with a help icon)
- First name\* (text input)
- Last name\* (text input)
- Service name and document\* (dropdown menu showing "W2 Services" and a "VIEW SAMPLE DOCUMENT" button below it)
- Year of W-2\* (dropdown menu showing "2016")
- Control number - Employee ID\* (text input)
- Control number - Company code\* (text input)
- Employee's Zip Code\* (text input)
- Employee's SSA number\* (text input)
- I'm not a robot (with a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link)
- NEXT button (bottom right)

**Note:** The appearance of your challenge might vary slightly based on your browser and its settings.

Complete the Google™ reCAPTCHA challenge.

Select all images with trees.  
Click verify once there are none left.

Report a problem

VERIFY

#### Sample Challenge

- Click on all the images that meet the required criteria.
- Select all responses that apply.

#### Need help?

- To get a new challenge, click the Refresh icon.
- To hear an audio challenge, click the Headphone icon.
- To learn more, click the Information icon.

Select a valid response to each identity question within 30 seconds.

**Note:** These questions and their answer choices are generated from public records and other commercially available data sources. Your responses are not used for any purpose other than to verify your identity and are not shared with your organization.

Help us verify your identity 00:27 \* = Required

Help us verify your identity 00:28 \* = Required

Help us verify your identity 00:22 \* = Required

Do you \_\_\_\_\_?

Your answer (select one)\*

- Answer Choice 1
- Answer Choice 2
- Answer Choice 3
- Answer Choice 4
- Answer Choice 5

CANCEL NEXT

Complete the information required on this page to continue.

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- 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\*

John.doe@organizationxyz.com

Business  Personal

Mobile phone number

United States

973-974-5556

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\*

jdoe@organizationxyz

The user id will be assigned by ADP and previewed here

Password (case sensitive)\*

travel@2016

Good

Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)\*

.....

Show password

Select security questions and answers

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

Question 1\*

What was the name of your first pet?

Your answer (not case-sensitive)\*

Bubbles

Question 2\*

What was the first foreign country you visited?

Your answer (not case-sensitive)\*

australia

Question 3\*

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

Your answer (not case-sensitive)\*

boston

REGISTER NOW

✔ Congratulations! Your registration is complete!

### 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

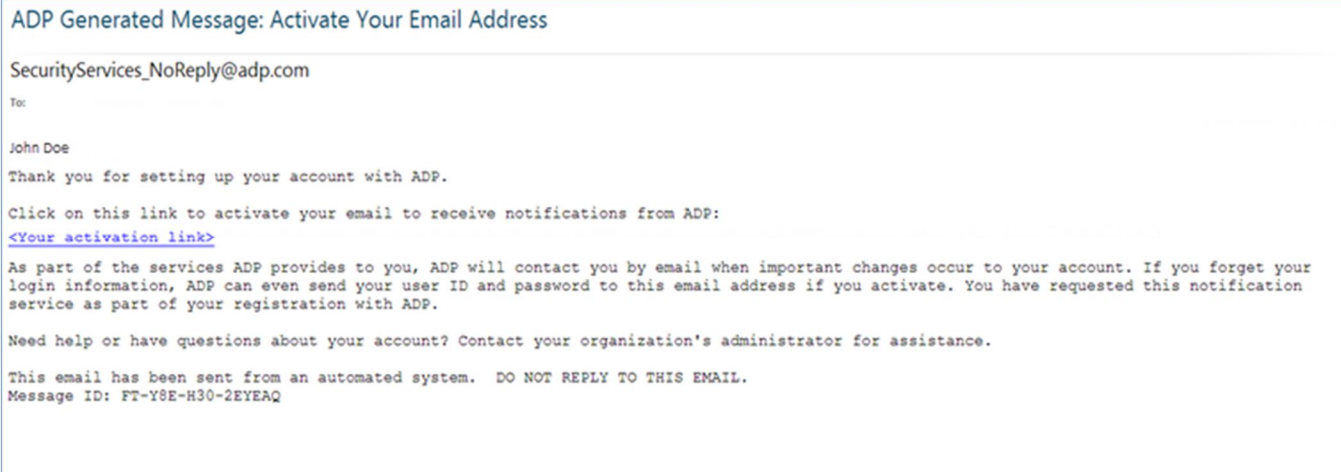
📱 +1 555-555-5555

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

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService\_NoReply@ADP.com to complete the activation.



## Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code.

**Note:** In some countries, your activation process will differ; so, follow the instructions in the text message 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 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.

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.

Click **I DON'T KNOW MY PASSWORD** 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.

.....5556 (SMS text)

J.....e@organizationxyz.com

**SEND CODE**

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

**CANCEL** **NEXT**

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

...and enter it here within 15 minutes.

**Your security code**

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

.....5556 (SMS text)

J.....e@organizationxyz.com

**SEND CODE**

Enter your security code here in **14:10**

514235|

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

**CANCEL** **NEXT**

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 name of your first pet?

Your answer (not case-sensitive)\*

bubbles

Show answer

What was the first foreign country you visited?

Your answer (not case-sensitive)\*

.....

Show answer

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

Your answer (not case-sensitive)\*

.....

Show answer

CANCEL NEXT

Click Show answer to reveal your answer briefly.

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

Click Show password to reveal your password briefly.

Reset password

\* = Required

New password (case sensitive)\*

tr@Vel2916

Strong

Show password

Confirm new password

Show password

CANCEL

**Your password is valid**

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.

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.

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

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