

Registration Quick Reference Card for Employees/Associates



Welcome! Register an account with ADP to access the services offered by your organization.

Using an Organizational Registration Code

- 1 On your ADP service website, enter the registration code in the format “CompanyID-companyspecificcode” (for example, CompanyID-200Alabama1943) from the welcome packet, email, or similar communication from your administrator.

A screenshot of the ADP registration page. The page has a light blue background with a subtle geometric pattern. At the top, the text 'Create your account' is centered. Below this, there is a label 'Registration code' followed by a text input field. The input field is empty and has a cursor inside. Below the input field, the text 'HOW DO I GET A CODE?' is centered. At the bottom, there are two buttons: a grey 'NEXT' button and a blue 'x CANCEL' button.

2 Enter your personal identity information.

Identify yourself

First name *

Last name *

Service name and document *
W2 Services

VIEW SAMPLE DOCUMENTS

Year of W-2 *
2018

Control number - Employee ID *

Control number - Company code *

Zip Code *

Employee's SSA number *

I'm not a robot reCAPTCHA

NEXT

CANCEL

3 Answer identity questions to complete additional verification, if and when required.
Note: In the United States, if you register with a Social Security number and date of birth (without an Employee/Associate ID), additional verification may be required.

Help us verify your identity

00:29

In which of the following states is this person currently located?

Conn.

Miss.

N.H.

Oreg.

Rhode

None of these

Help us verify your identity

00:26

Which of the following states has this person recently visited?

2004

2005

2008

2009

2014

None of these

Help us verify your identity

00:26

Which of the following age ranges most closely matches the age of [redacted]?

23 to 27

32 to 36

41 to 45

49 to 53

63 to 67

None of the above or I am not familiar with this person.

CANCEL

- 4 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

Note: Users providing a unique email and a unique phone number **will not be** required to set up security questions and answers.

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 Set up your user ID and password for your account.

One more step, [blacked out]!

Create your account with <Your Company Name>

User ID: [blacked out]

Password (case sensitive)*

.....

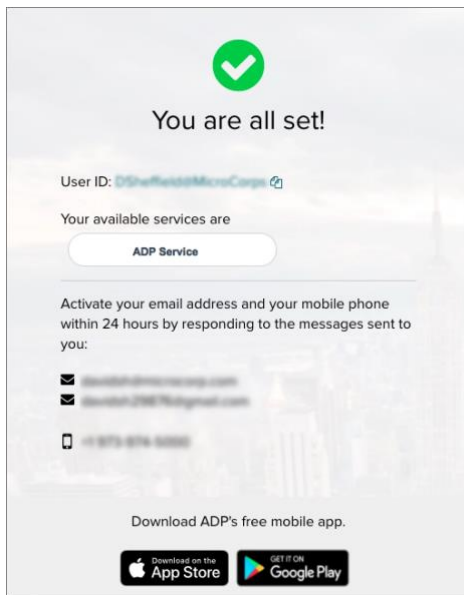
Confirm

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 #, \$, or &.
- Use both uppercase and lowercase letters.

Click **Create Your Account** to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).



Activate Your 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 Your 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 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.

- 1 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. [See this step.](#)

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

- 2 To reset your password, select the “I don’t know my password” option 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. [See Option 1.](#)

- **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. [See Option 2.](#)

Upon successful verification of your response, you will be prompted to enter and confirm your new password. [See this step.](#)

