

# ADP Employee Registration Quick Reference Card



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

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

## Registering with a registration code from your organization

1. On your ADP service website, click the link to **Create Account**.
2. Select **I Have a Registration Code**.
3. Enter the **Personal Registration code** or **Organizational Registration code** shared by your administrator.
4. Enter your identity information, such as **First name, Last name, Date of birth**, government-issued legal ID (SSN, EIN OR ITIN), or your **Employee ID/Associate ID**. Options available to you may vary slightly.
5. Based on your information requested during this process, you may be required to answer questions from public records or enter the verification code sent to your email address or mobile number.
6. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.
7. Set up your user ID and strong password to complete the registration process for your ADP service account.

## (OR) Registering with your email/mobile or identity information

1. On your ADP service website, click the link to **Create Account**.
2. Select **Find Me**.
3. **Enter an email address or mobile number** that you shared with your organization.
  - a. To verify your record within your organization, enter your identity information either government-issued legal ID (SSN, EIN OR ITIN) or your **Employee ID/Associate ID**, **Date of birth**. Options available to you may vary slightly.
  - b. Enter the verification code sent to the email address or mobile number used to get started with the registration within 15 minutes.

## (OR)

- Enter your personal identity information** that you shared with your organization.
- a. Enter your **First name, Last name**, and **Date of birth**, and then either your legal ID or your **Employee ID/Associate ID**.
  - b. Enter the verification code sent to your email address or mobile number, as requested.
4. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.
  5. Set up your user ID and strong password to complete the registration process for your ADP service account.

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



If you forget your login information, use the **Forgot User ID/Forgot Password** link on your ADP service web site to complete a quick verification and recover your information.