



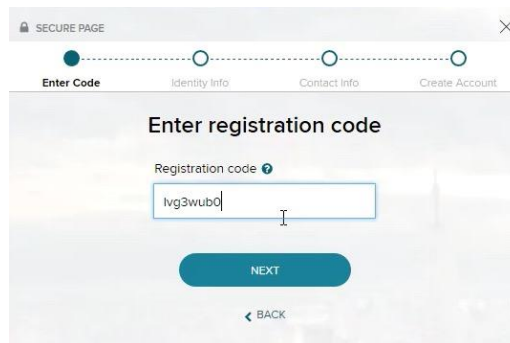
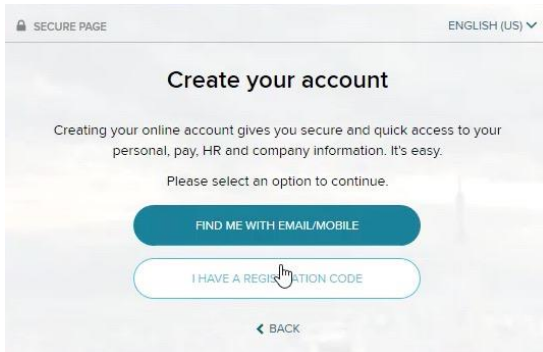
Registration Quick Reference Card for Employees/Associates

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

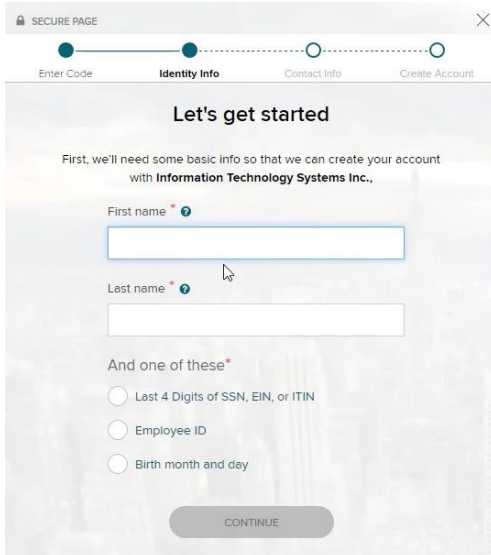
Note: If you have not received a registration code or are having difficulty finding the code you received, try the Find me with Email/Mobile option and follow the steps to create your account with your organization.

Option 1: Using a Personal Registration Code

- 1 On your ADP service website, select “I Have a Registration Code” and enter the registration code (for example, b9a7q6re) received in an email from ADP (SecurityServices_NoReply@adp.com) or from your administrator. This code will expire in 15 days from the date of issue.



- 2 Enter your personal identity information.



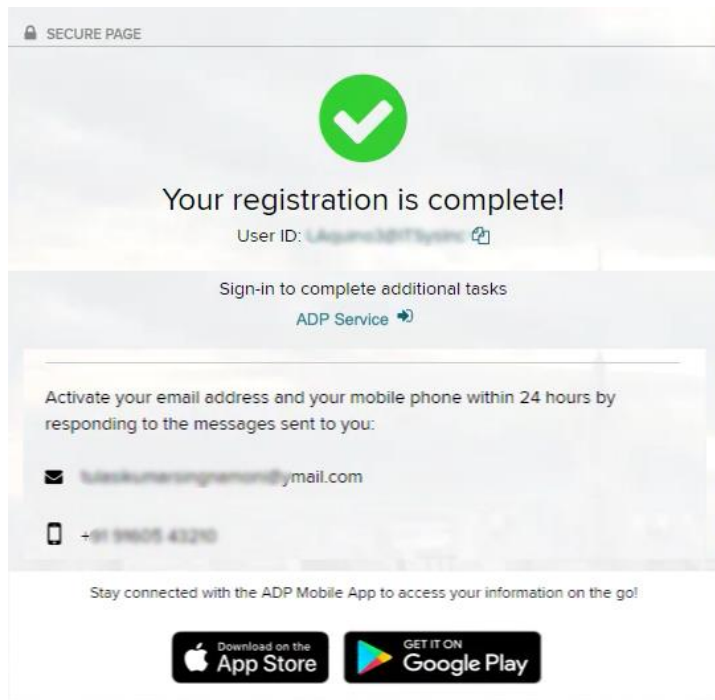
- 3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info' (current step), and 'Create Account'. The main heading is 'Help us protect your account'. Under 'Primary Contact Information', there is a text box explaining the purpose of the contact info. Below this are input fields for 'Email*' (with a dropdown menu set to 'Work') and 'Phone*' (with a dropdown set to 'Personal, Mobile' and a country code dropdown set to '+91'). There are radio buttons for 'It's OK to text me about my account*' with 'No' selected. A section for 'Backup Contact Information' follows, with similar input fields for 'Email' (dropdown set to 'Personal') and 'Phone' (dropdown set to 'Work, Mobile' and country code '+1'). A blue button labeled 'ADD NEW PHONE' is below the backup phone field. At the bottom is a large blue 'CONTINUE' button.

- 4 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

The screenshot shows the 'SECURE PAGE' with the progress bar now showing 'Create Account' as the active step. The heading is 'One more step, Luis!'. The text says 'Let's set up the login information for your account with Information Technology Systems Inc.,'. The 'User ID' is pre-filled as 'LAquino3@ITSysInc'. There are two password input fields: 'Password (case sensitive) *' and 'Confirm password (case sensitive) *', both containing masked characters. A green checkmark is visible next to the first password field. A green progress bar is shown below the password fields. A note says 'Strong (Add a special character to strengthen)'. At the bottom is a blue button labeled 'CREATE YOUR ACCOUNT'.

- 5 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).



If your organization uses an Organizational Registration Code, the steps may slightly vary.

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.

2 Enter your personal identity information.

You may be asked to complete additional verification, if 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.

- **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.

- **Option 2 – Answer Identity Questions**

If your email address or mobile phone number in not unique within your organization’s records, or you do not recognize or have access to them.

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

4 Set up your user ID and password for your account.

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

5 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).

Disclaimer: Employee registration does not apply to admin-only services such as General Ledger Interface, ADP Reporting, and Payroll QuickView. The registration process outlined in this document does not apply to RUN Powered By ADP® Employee Access®. The registration process will vary slightly for employees registering for ADP Retirement Services on the participant website at www.mykplan.com.

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.

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.

Upon successful verification of your response, you will have the option to Sign in to your ADP service or continue to create your new password and use it to log in.

