

# Registration Quick Reference Card for Employees/Associates



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

## Option 1: Using a Personal Registration Code

- 1 On your ADP service website, enter your registration code (for example, b9a7q6re) in an email from ADP (SecurityServices\_NoReply@adp.com) or from your administrator. This code expires in 15 days from the date of issue. [See Step 1.](#)
- 2 Enter your personal identity information. [See Step 2.](#)
- 3 Add contact email addresses and mobile numbers to receive notifications about your account. [See Step 3.](#)
- 4 Set up your user ID, password, and select security questions and answers. [See Step 4.](#)

## (OR) Option 2: 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. [See Step 1.](#)
- 2 Enter your personal identity information. [See Step 2.](#)
- 3 Complete additional verification, if 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. [See Option 1.](#)
  - **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. [See Option 2.](#)
- 4 Add contact email address(s) and mobile number(s) to your account. [See Step 4.](#)
- 5 Set up your user ID, password, and select security questions and answers. [See Step 5.](#)

Click Register Now ([See Sample Confirmation page](#)). 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](http://www.mykplan.com).

### Activate Your Email Address

During registration, if you provided an email address that is not shared by others in your organization, look out for 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 mobile phone number that is not shared by other users in your organization, look out for a text message from ADP and reply with the code to complete the activation. 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.

- 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.](#)

