**Employee Registration for MyADP**

This information outlines the process for employee registration on MyADP.com to view employee Wage Garnishment details. It describes initial registration steps as well as managing settings and preferences. It also covers the policies and options for reactivating suspended accounts and deleting user accounts.

1. Go to [myadp.com](http://myadp.com) and click **Register Now**.

2. **Create your account** dialog box displays. Enter the registration code you receive via email or similar communication from your Administrator. Use the format “CompanyID-companyspecificcode” (for example, CompanyID-200Alabama1943). Click **Next**.

3. Enter your **First name**, **Last name**, and **Social Security Number (SSN)**. Click **Continue**.
4. A message will display to indicate if you were found based on the information you provided. You’ll be presented with one or both options for verifying your identity.

- **Send me a text message or email.**
  If your email address or mobile phone number is **unique** within your organization, and you have access to it.

- **Ask me a few identity 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.

**Send me a Text Message or Email Option**

1. Click to choose **Send me a text message** or **Send me an email**. For this example, we’ve selected an email. Click **Send Code**. (Not displayed)

2. Once you receive the code, enter the **Personal Registration Code** within the allocated 15 minutes. Click **Submit Code**.

3. Complete the **Primary Contact Information**. Add your frequently used contact email address(es) and mobile number(s) to receive account notifications. Click **Continue**.
4. Create your user ID and password for your account. Password guidelines will display. Click Create Your Account.

5. If you are prompted, select your security questions and enter your answers and click Continue. 
   NOTE: Users providing a unique email and a unique phone number will not be required to set up security questions and answers. If you do not need to set these up, you’ll skip to step 6.

6. A confirmation displays. Your registration is complete! Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.
Ask me a few identity 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, you will be required to set up security questions and answers.

1. Select the Ask me a few identity questions option. Click Next.

2. With this selection, you will review a Help us verify your identity disclosure. Click Next.

3. A series of three identification questions will display and each requires an answer before proceeding. Click Next after answering each question.
4. Complete the Primary Contact Information. Add your frequently used contact email address(s) and mobile number(s) to receive account notifications. Click Continue.

5. Create your user ID and password for your account. Password guidelines will display. Click Create Your Account.

6. A confirmation displays. Your registration is complete! Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.
Activation

Activate 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 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 you’ll need to 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.

Forgot Your User ID? – 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.

Forgot Your Password? – To reset your password, select “I don’t know my password” 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.

- 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
Manage Your Account

Log into myadp.com using your registered user name and password.

Wage Garnishments
- Click to review information from your Wage Garnishment liens.

Pay Details
- Click Pay to view your pay detail.

Settings or Logout
- Click the User Name to display Settings or Logout options.
Settings Options

Contact Preferences
- Click Edit.

Go Paperless
- Slide to make selections.

Security Questions
- Click Edit.

Accessibility
- Select the checkbox and click Save.

User ID
- Click Edit.

Password
- Click Edit.