

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

- 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.

(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.
 4. Enter the verification code sent to your email address or mobile number available on record. You can also enter new phone number for identity verification.
 5. 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.
- a. address or mobile number available on record.
 - b. You can also enter new phone number for identity verification.
 - c. You may be required to answer questions from public records.
8. 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.

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!



