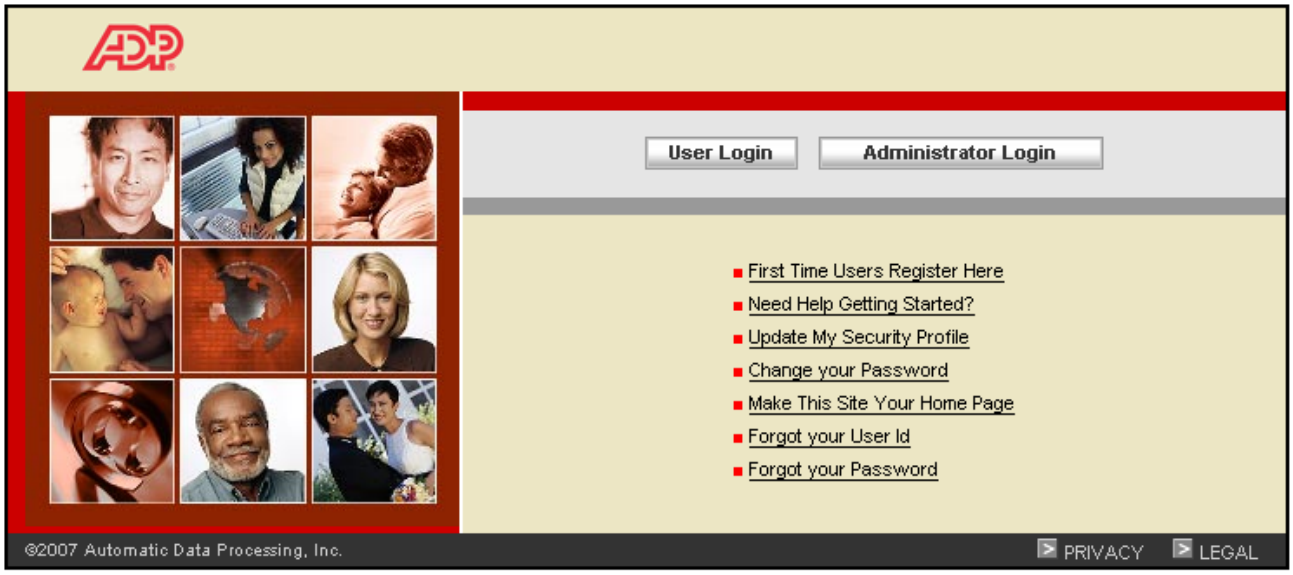
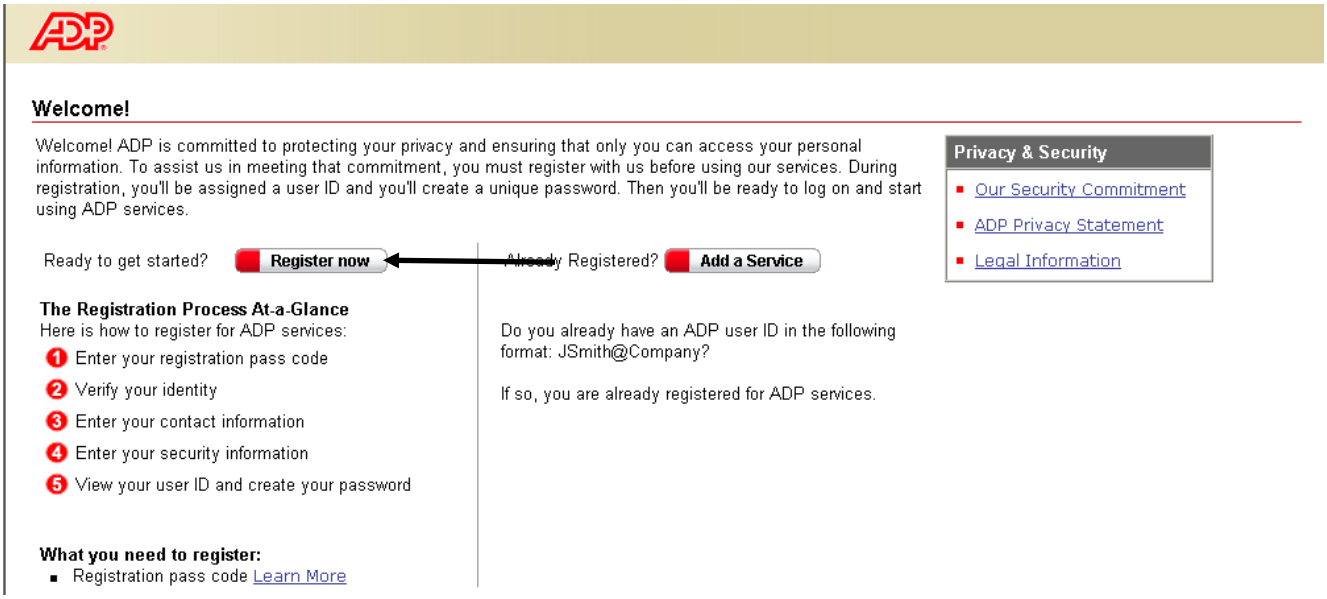
1) Go to https://portal.adp.com and click on the First Time Users link to begin your registration.

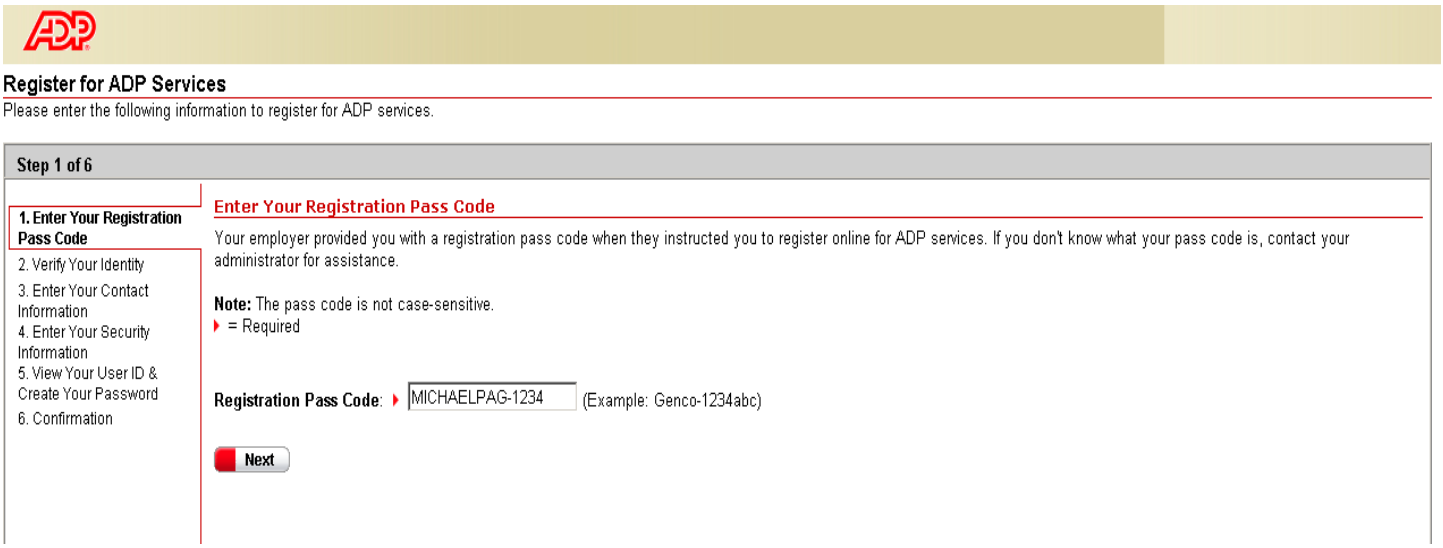


This site requires **Microsoft Internet Explorer Version 6.0** or higher.

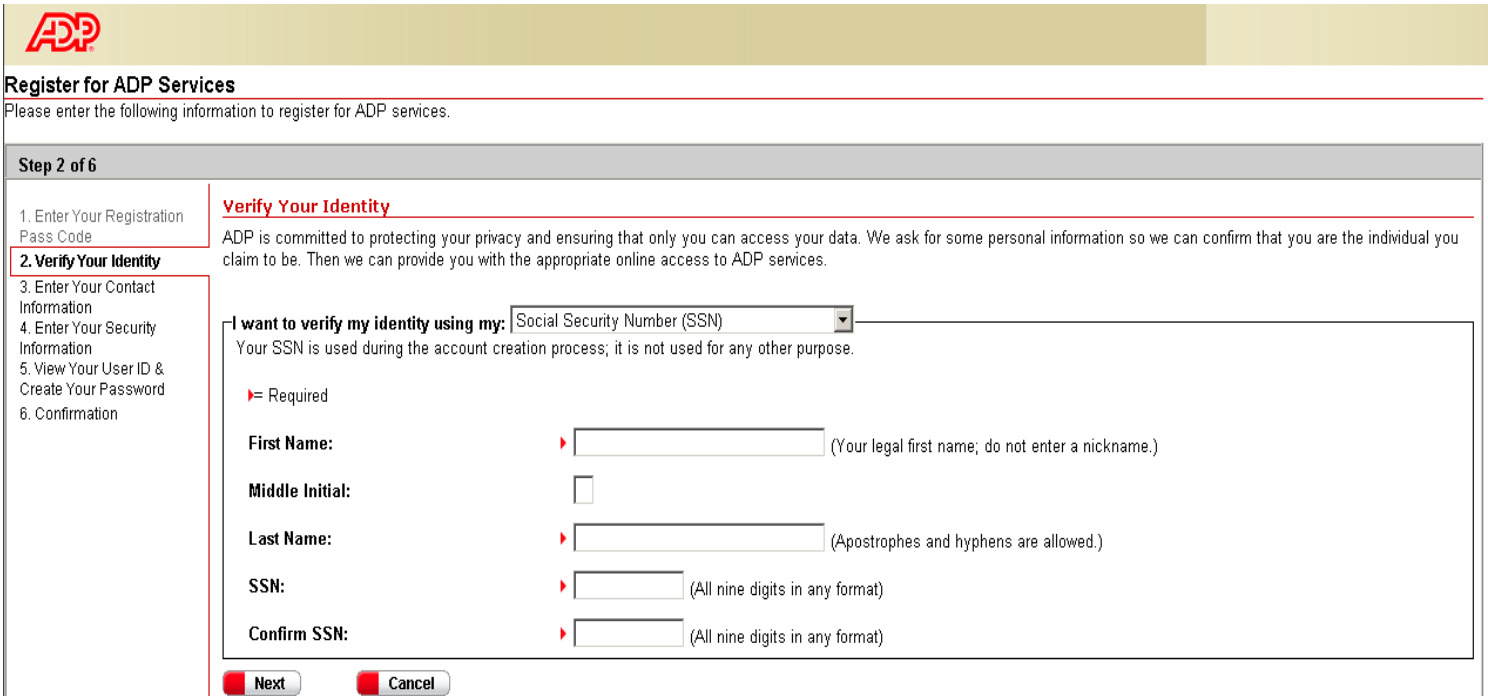
2) Click on Register Now



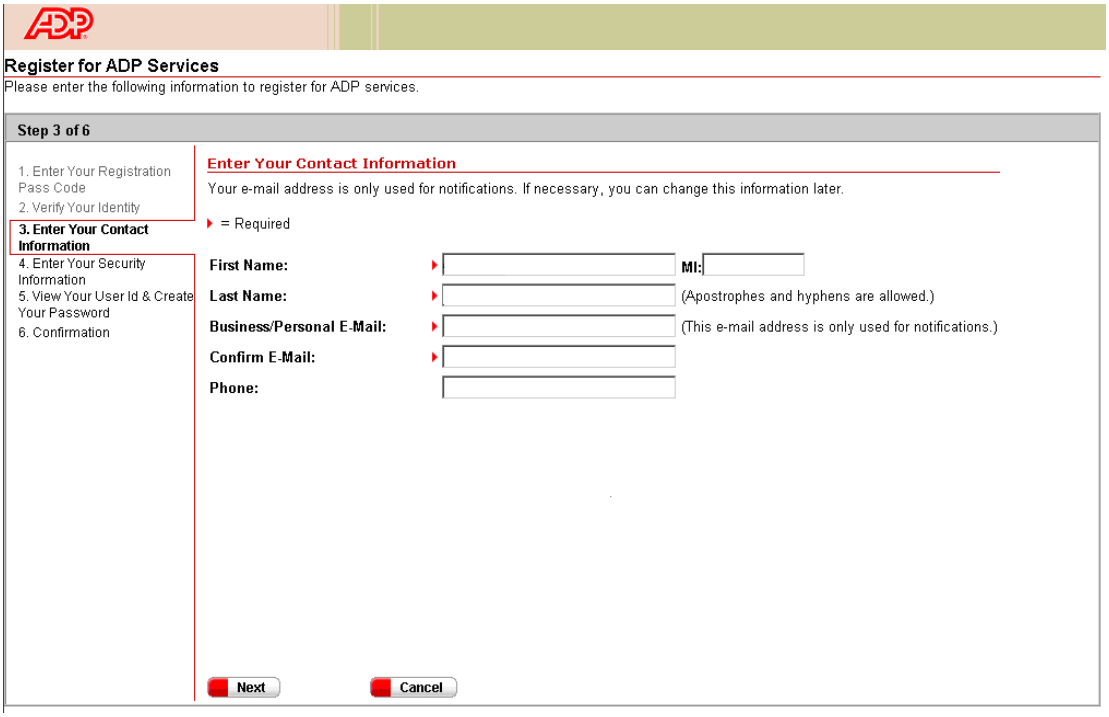
3) Enter your Registration Pass Code: **MICHAELPAG-1234**. Click next.



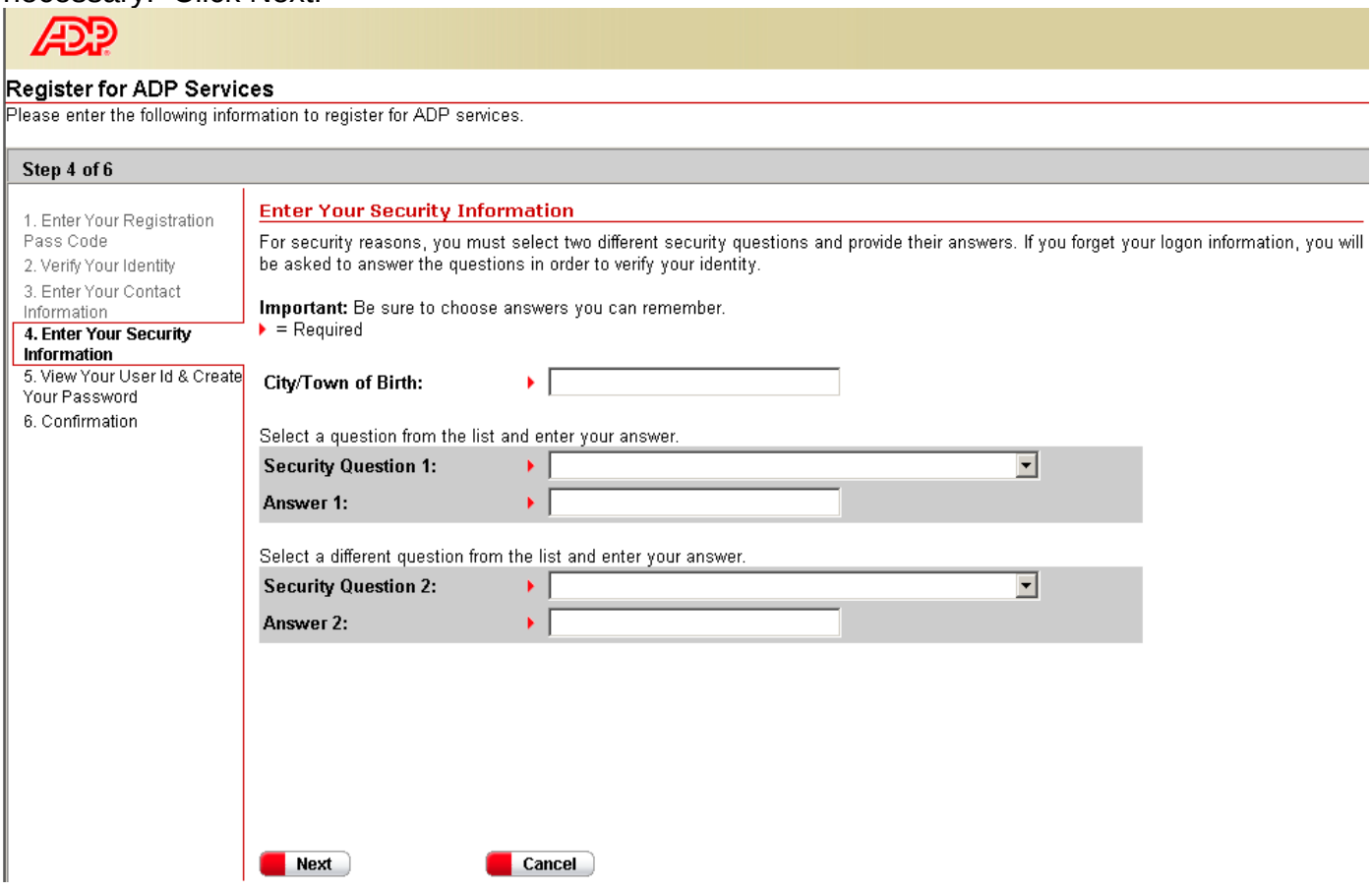
4) Verify your identity by entering your Legal First & Last name, Social Security Number and Date of Birth. Click Next.



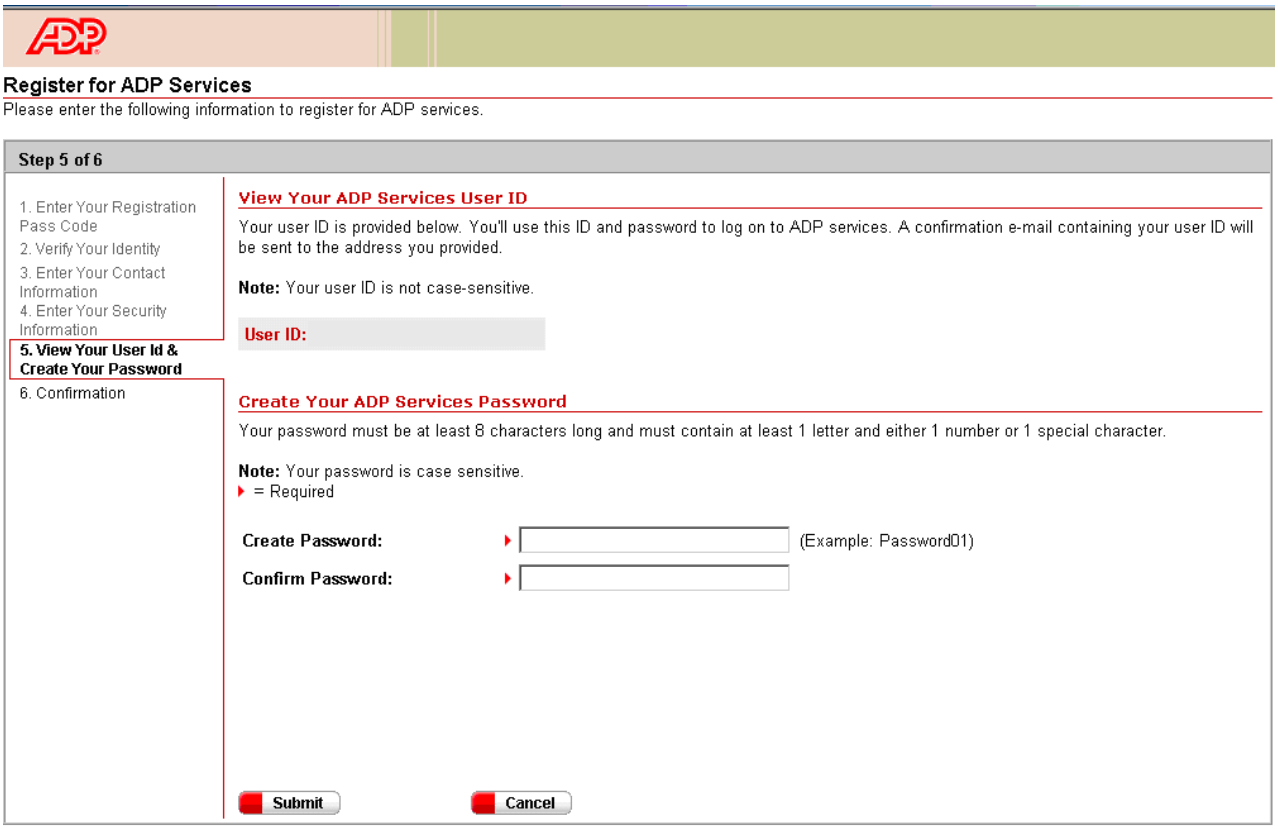
5) Enter your contact information. Then Click Next.



6) Enter you security information for the system to verify your identity when password reset is necessary. Click Next.



7) View your user ID and create your own unique password. Click Submit.



- Once you get to the Confirmation screen, click Portal Logon.
- (Sometimes it might give you an option to Add a service, just click on Close. Then go back to the Portal (https://portal.adp.com) and login with new user ID and password)