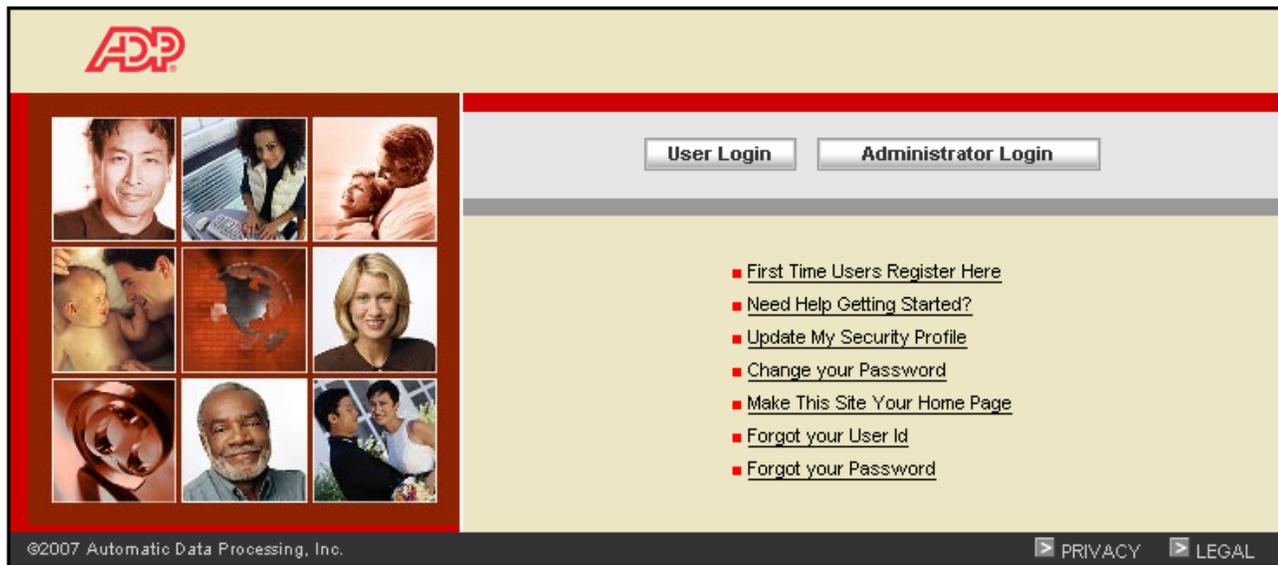


1) Go to <https://portal.adp.com> and click on the First Time Users link to begin your registration.



ADP

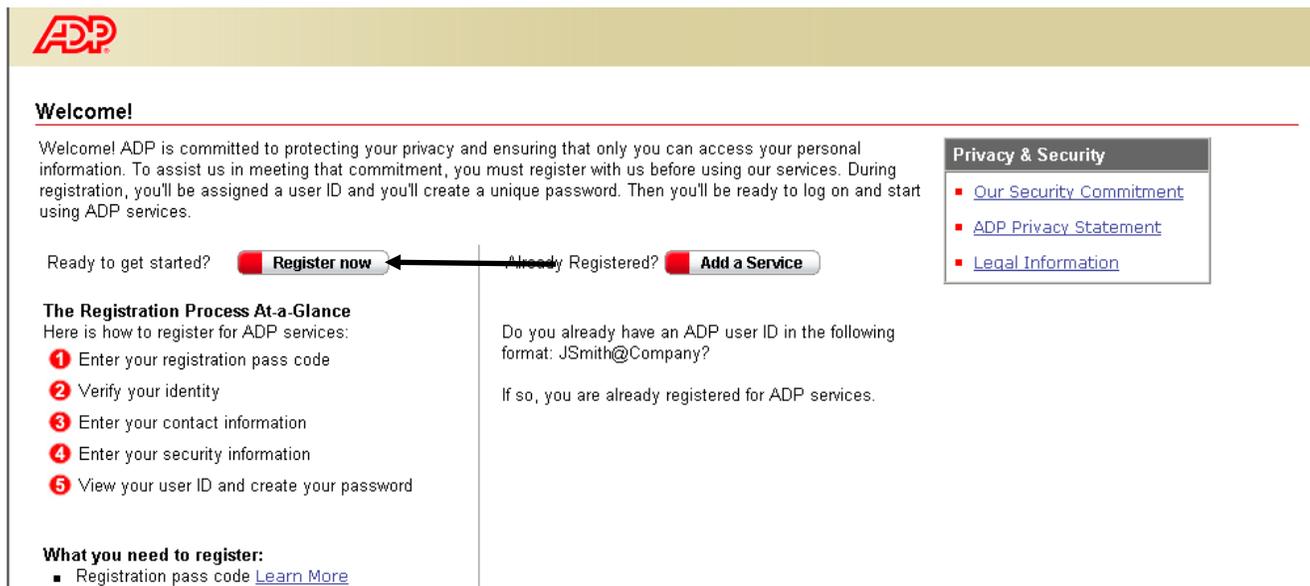
User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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

2) Click on Register Now



ADP

Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started? **Register now** ← Already Registered? **Add a Service**

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

Do you already have an ADP user ID in the following format: JSmith@Company?
If so, you are already registered for ADP services.

What you need to register:

- Registration pass code [Learn More](#)

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



Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ MICHAELPAG-1234 (Example: Genco-1234abc)

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



Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my: Social Security Number (SSN)

Your SSN is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name: ▶ (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: ▶ (Apostrophes and hyphens are allowed.)

SSN: ▶ (All nine digits in any format)

Confirm SSN: ▶ (All nine digits in any format)

5) Enter your contact information. Then Click Next.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information**
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ **MI:**

Last Name: ▶ (Apostrophes and hyphens are allowed.)

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone:

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



Register for ADP Services

Please enter the following information to register for ADP services.

Step 4 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information**
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Security Information
For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth: ▶

Select a question from the list and enter your answer.

Security Question 1: ▶

Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

Answer 2: ▶

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



Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID:

Create Your ADP Services Password
Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ (Example: Password01)

Confirm Password: ▶

- 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)