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## Self Service Registration Quick Reference

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 will do the following:

- Establish your user ID and create your password.
- Establish your contact phone numbers and select an email address to receive notifications from your company or ADP.
- Select security questions and enter security answers to protect your account.

**Before You Begin:** You will need your registration code (**EMSI**net-**EMSI**) and the URL of your ADP service web site. Be sure to keep them handy. If you do not have this information, contact your company administrator for assistance.

On your ADP service web site, click the link to register for ADP services. Complete the following steps, clicking **Next** to continue:

- 1 Enter your registration code. Registration code refers to your company registration code (previously referred to as a "pass code") or a personal registration code (previously referred to as a personal ID code or PIC).

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it is a header "Register for ADP Services". A vertical sidebar on the left lists seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 1 is highlighted with a dark arrow pointing to the right. The main content area is titled "Step 1 of 7: Begin Registration" and contains the instruction: "Enter the registration code that you received from your employer or ADP. Registration code refers to your company registration code (previously referred to as a 'pass code') or a personal registration code (previously referred to as a personal ID code or PIC). If you do not have this information, contact your company administrator. Registration code is not case sensitive." Below this instruction is a text input field labeled "Registration Code:". At the bottom of the form are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Next" (with a right arrow icon). To the right of the "Next" button is a "Done" button (with a green checkmark icon). At the very bottom of the page, there are links for "Privacy" and "Legal" on the left, and a copyright notice "Copyright © 2000–2013, ADP, Inc." on the right.



2 Enter your name and personal information exactly as they exist in your company records.

**Note:** The options available on this page might vary based on your company setup.

**ADP**

**Register for ADP Services**

**Step 1**  
Begin Registration

**Step 2**  
Verify Identity

**Step 3**  
Get User ID & Password

**Step 4**  
Select Security Questions

**Step 5**  
Enter Contact Information

**Step 6**  
Enter Activation Code

**Step 7**  
Review and Submit

**Step 2 of 7: Verify Identity**

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

**Company Name:** Company (Not your company? Re-enter your registration code.)

**Identity Type:** Full SSN

**First Name:**

**Last Name:**

**SSN or EIN or ITIN:**  ?

**Confirm SSN or EIN or ITIN:**

Note: The options available on this page may vary based on your company setup.



- 3 Establish your user ID and create your password to log in to your ADP service. Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. **Note:** Depending on the ADP services your company uses, the option to create your user ID might not be available.

**ADP**

**Register for ADP Services**

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password**
- Step 4: Select Security Questions
- Step 5: Enter Contact Information
- Step 6: Enter Activation Code
- Step 7: Review and Submit

**Step 3 of 7: Get User ID & Password**

**Welcome, New User**  
You will use this information to log in to your ADP service.

**Your User ID:**

**Create Your Password**  
Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

**Password:**  Password strength: Strong

**Confirm Password:**

The mnemonic, "The first time I traveled to a foreign country I was 9 years old" can be used to create the password "tFtIt2@FC1w9y0" using the following techniques:

- Use the first letter of most words.
- Capitalize all letters in the first half of the alphabet.
- Use similar-looking substitutions i.e., ! for 1, 2 for "to", @ for "a", etc.



- 4 Select security questions and enter security answers to protect your account. Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to read the questions carefully and enter appropriate answers that you will remember later.
- Note:** You will be required to respond with the exact answers to confirm that you are the rightful owner of the account if you ever forget your user ID or password.

**ADP**

**Register for ADP Services**

**Step 1** ✓  
Begin Registration

**Step 2** ✓  
Verify Identity

**Step 3** ✓  
Get User ID & Password

**Step 4** **Select Security Questions**

**Step 5**  
Enter Contact Information

**Step 6**  
Enter Activation Code

**Step 7**  
Review and Submit

**Step 4 of 7: Select Security Questions and Answers**

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

**Security Questions and Answers**

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

**Question 1:**

**Answer 1:**

**Question 2:**

**Answer 2:**

**Question 3:**

**Answer 3:**



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- 5 Enter your contact information to receive notifications from your company or ADP. The contact information you enter here may also be used to retrieve your forgotten user ID or password.

**Note:** ADP will send an activation code to your email address and/or phone numbers to confirm they belong to you.

The screenshot shows the ADP registration interface. On the left is a vertical sidebar with seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Steps 1-4 are marked with green checkmarks. Step 5 is highlighted with a dark grey background and a white arrow pointing to the main content area.

The main content area is titled "Step 5 of 7: Enter Your Contact Information". Below the title is a paragraph: "Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you." Below this is another paragraph: "ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID."

The form is divided into two sections: "Email Addresses" and "Phone Numbers".

**Email Addresses:** Under the heading "Email Addresses", there are two rows. The first row is labeled "Work:" and has a text input field followed by a radio button under the heading "Use for Notifications". The second row is labeled "Personal Email:" and has a text input field followed by an unselected radio button.

**Phone Numbers:** Under the heading "Phone Numbers", there is a paragraph: "If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)" Below this are three rows of phone number input fields. Each row starts with a label ("Work Phone:", "Work Mobile:", "Personal Mobile:"), followed by a dropdown menu set to "United States +1", a text input field, and an "Ext." field. The "Work Mobile:" row has a checked checkbox and the text "I authorize ADP to send my login information to this phone at my request." The "Personal Mobile:" row has an unchecked checkbox and the same text.

At the bottom of the form are three buttons: "Previous" (with a left arrow), "Next" (with a right arrow), and "Done" (with a green checkmark).



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- 6 Enter the activation code(s) you received from ADP for your email address and/or mobile phone numbers. By activating your email address and mobile phone numbers, you receive a temporary password and/or your user ID by email or as a text message from ADP, upon your request.

**Note:** You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you did not receive your activation code or prefer to complete this step later, you can skip this step and follow the instructions in the registration confirmation email.

The screenshot shows the ADP registration interface. On the left is a vertical sidebar with seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Steps 1-5 are marked with green checkmarks, while Step 6 is highlighted with a dark arrow. The main content area is titled "Step 6 of 7: Enter Activation Code". It contains the following text: "An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you." Below this is a note: "Note: If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate at your earliest convenience." A text input field is shown with the email address "sample234345@testing.com" and the label "Activation Code:". At the bottom, there is a link: "Didn't receive a code? ? Send a new activation code."



7 Review your information and click **Done**.

**ADP**

**Register for ADP Services**

**Step 1** ✓  
Begin Registration

**Step 2** ✓  
Verify Identity

**Step 3** ✓  
Get User ID & Password

**Step 4** ✓  
Select Security Questions

**Step 5** ✓  
Enter Contact Information

**Step 6** ✓  
Enter Activation Code

**Step 7**  
Review and Submit

**Step 7 of 7: Review and Submit**

Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

**User ID:**

**Security Questions and Answers**

Question 1: What is the first and last name of your oldest nephew?  
Answer 1: Answer 1

Question 2: What was the first and last name of your first manager?  
Answer 2: Answer 2

Question 3: What was the name of your first pet?  
Answer 3: Answer 3

**Contact Information**

Work: sample234345@testing.com Use for Notifications

◀ Previous ▶ Next ✓ Done





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- 8 Congratulations! You are now registered.  
To access your ADP service, click **Log In** to manage your account information to keep it accurate.



### Register for ADP Services

 Your registration is complete!

 **Go Mobile with ADP®**  
ADP Mobile Solutions provides the tools and information you need—anytime, anywhere. Depending on the ADP services your company uses, you can view pay statements, contact colleagues, view company news, and more on your supported mobile device. [Learn more.](#)

**Ready to Get Started with ADP® Mobile Solutions?**  
Log in with the user ID and password that you just created. For future logins, you can continue to use your password or create a mobile PIN from the Settings menu on your mobile device—the choice is yours.

### Log In to Your ADP Service

The following ADP services are currently available to you. To access a service, select the service and click Log In. You will be required to enter your user ID and password to continue.

ADP service

[Privacy](#) [Legal](#)

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## Need Help? Forgot Your Password?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your password, you can use the "**Forgot your password?**" link on your ADP service web site to reset your password.

During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Complete the following steps.

1. Enter your user ID to identify yourself.
2. Select the reset method:
  - Request temporary password to be sent via email to your activated email address.
  - Request temporary password to be sent as a text message to your activated mobile phone number.
  - Request to answer security questions and reset the password on the screen.

**Note:** If you have not yet activated your email address and/or your mobile phone numbers, the email and text message options will not be available to you. Use the option to reset your password on the screen.

3. Follow the instructions on the site to reset your password.



**Note:** If you are unable to reset your password, contact your company administrator for assistance.



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## Need Help? Forgot Your User ID?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your user ID, you can use the “**Forgot your user ID?**” link on your ADP service web site to retrieve your user ID. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Complete the following steps.

1. Enter your first name and last name exactly as they exist in your company records.
2. Select and enter the email address or mobile phone number associated with your account.
3. Select the delivery method to retrieve your user ID:
  - Request your user ID to be sent via email to your email address.
  - Request your user ID to be sent as a text message to your mobile phone number.
  - Request to answer security questions and retrieve your user ID on the screen.

**Note:** If your email is shared with other users in your company, you must use the option to retrieve your user ID on the screen.

4. Follow the instructions on the site to retrieve your user ID.



The screenshot shows a web browser window titled "Retrieve Your User ID". At the top, there is a progress bar with four steps: "Step 1 Identify Yourself" (highlighted), "Step 2 Select Delivery Method", "Step 3 Verify Information", and "Step 4 Confirmation". Below the progress bar, the heading "Step 1 of 4: Identify Yourself" is displayed. A privacy notice states: "ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity." The form contains the following fields: "First Name:" with a text input box, "Last Name:" with a text input box, and "Select one type of information:" with two radio button options: "Email Address:" (selected) and "Mobile Phone Number:" (unselected). Each radio button option has a corresponding text input box. At the bottom of the form, there are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Next" (with a right arrow icon). A "Done" button (with a green checkmark icon) is also visible. At the very bottom of the page, there are links for "Privacy" and "Legal", and a copyright notice: "© Copyright 2012 Automatic Data Processing, Inc."

**Note:** If you are unable to retrieve your user ID, contact your company administrator for assistance.