

## **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.

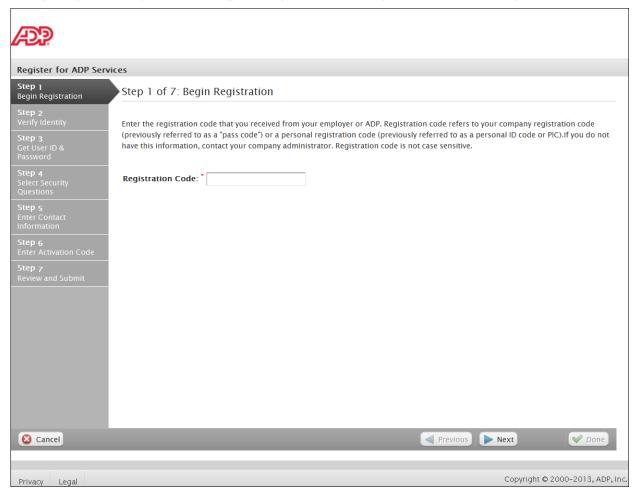
During registration, you will do the following:

- 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 (**EMSInet-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.

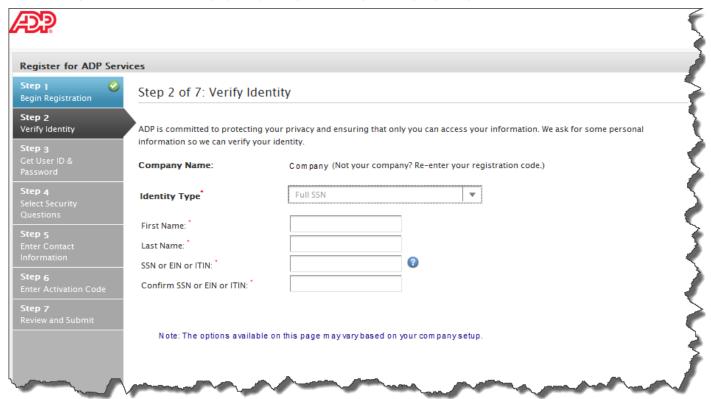
On your ADP service web site, click the link to register for ADP services. Complete the following steps, clicking **Next** to continue:

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).





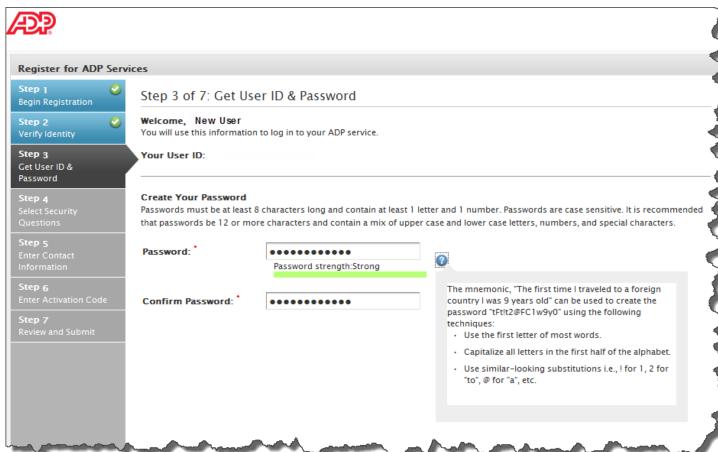
2 Enter your name and personal information exactly as they exist in your company records. **Note**: The options available on this page might vary based on your company setup.





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.

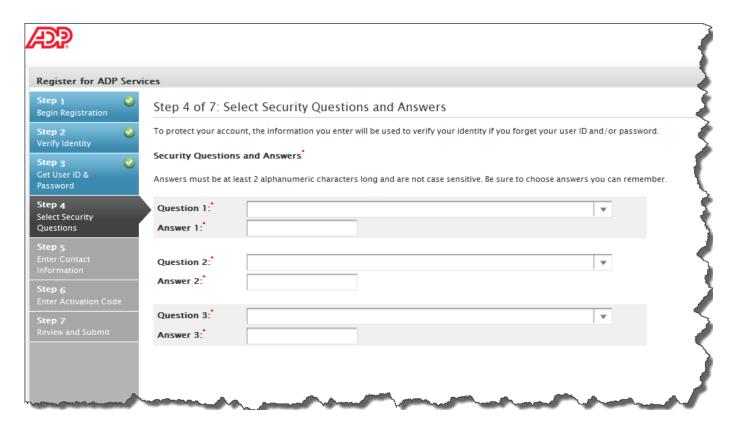




4 Select security questions and enter security answers to protect your account.

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.

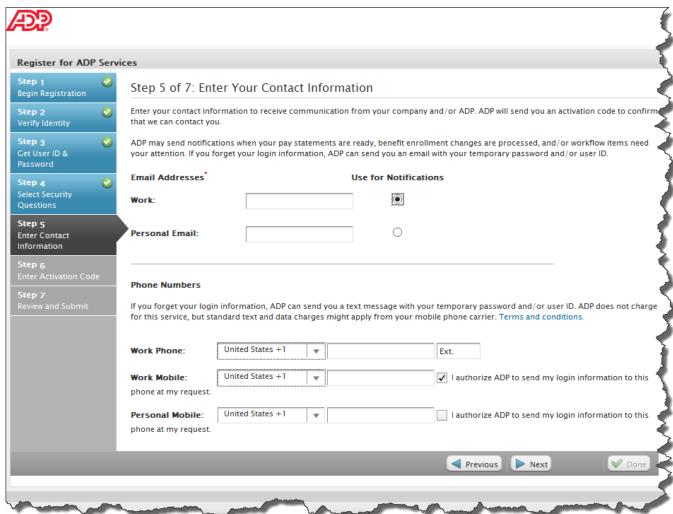
**Note**: You will be required to respond with the exact answers to confirm that you are the rightful owner of the account if you ever forget your user ID or password.





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.

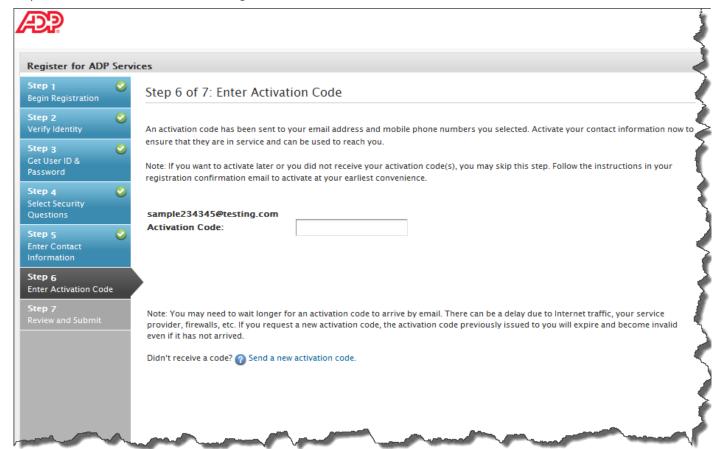




Enter the activation code(s) you received from ADP for your email address and/or mobile phone numbers.

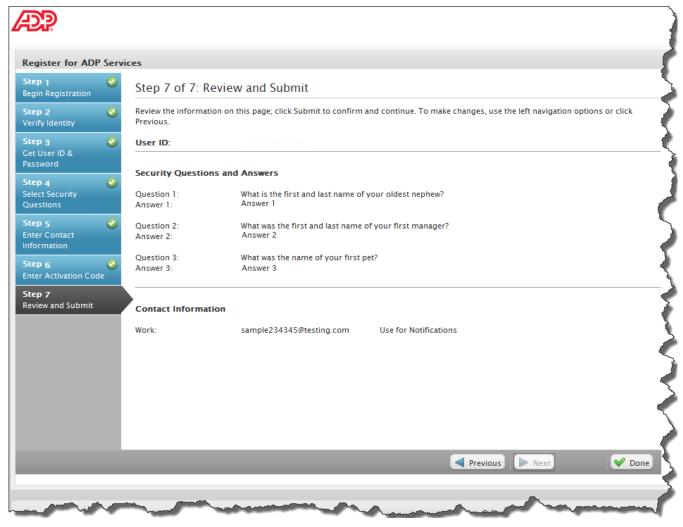
By activating your email address and mobile phone numbers, you receive a temporary password and/or your user ID by email or as a text message from ADP, upon your request.

**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.





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

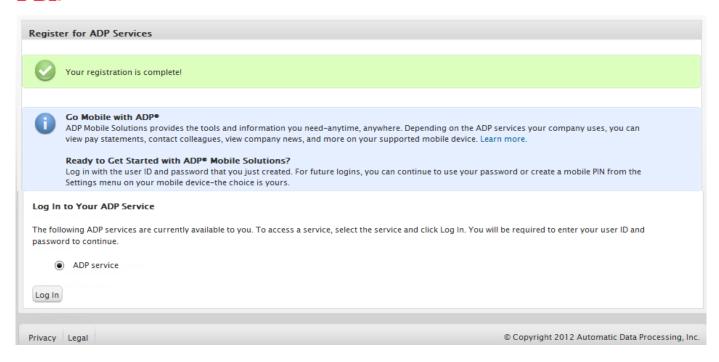




8 Congratulations! You are now registered.

To access your ADP service, click **Log In** to manage your account information to keep it accurate.







## **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.

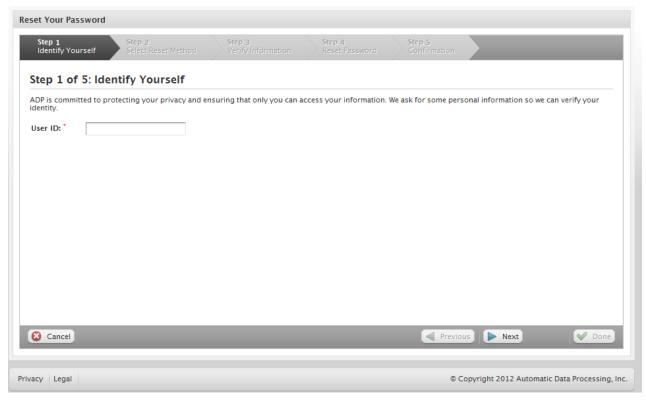
Complete the following steps.

- 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.



## **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.

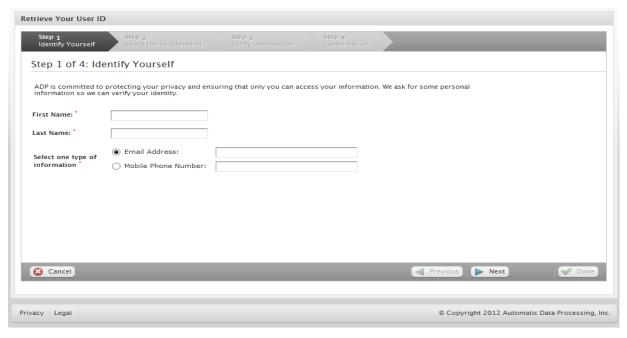
Complete the following steps.

- 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.





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