

# My ADPResource Employee Registration Instructions



## My ADPResource Employee Registration

Welcome to ADP Resource! We are 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.

To begin the process, you will need your registration code provided by your company (for example, acme-abc1).

Step 1: Access <https://myadpresource.com> and select **SIGN UP**.

Welcome to ADP Resource®

User ID Administrator Sign In

Remember My User ID

Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? **SIGN UP** Click SIGN UP

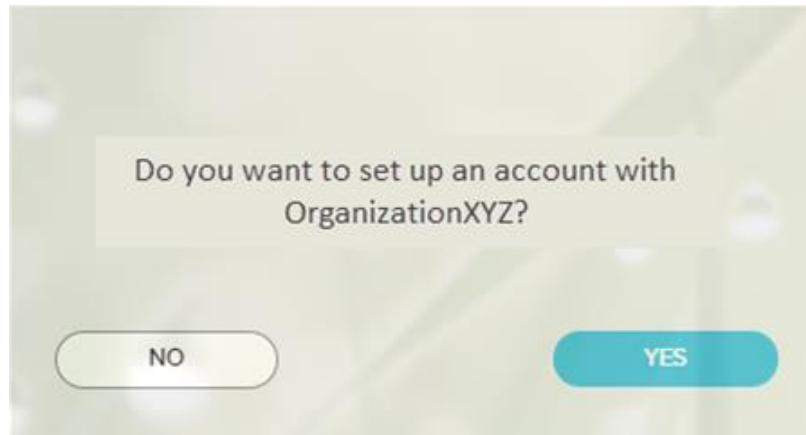
Step 2: Enter your registration code.

Create your account

Registration code

NEXT

Step 3: If you do not recognize the name of your organization, select NO and verify your registration code with your company administrator. If it is correct, select **YES** to continue with registration process.



Step 4: Enter your information to help us locate your records.

A screenshot of a registration form titled "Identify yourself". The form contains several input fields: "First name\*" and "Last name\*" (text boxes), "SSN, EIN, or ITIN\*" (text box), and "Birth month and day\*" (two dropdown menus labeled "Month" and "Day"). At the bottom, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms".

Check I'm not a robot and complete verification.

## Step 5: Enter your personal registration code.

- Note: e-mail will come from SecurityServices\_NoReply@adp.com
- You will have 15 minutes to enter the code before it expires

**Enter your personal registration code**

Personal registration code

Don't have a code? **GET CODE**

I want to answer identity questions instead

**CANCEL** **NEXT**

Click **GET CODE** to retrieve a personal registration code

**Enter your personal registration code**

Personal registration code

Don't have a code? **GET CODE**

Click **SEND CODE** to have a personal registration code sent to the email address on file in your organization's records:

r.....a@adp.com

**SEND CODE**

I want to answer identity questions instead

**CANCEL** **NEXT**

Click **SEND CODE** and check your email address listed on screen to retrieve and enter the personal registration code.

Step 6: Complete contact information and click **REGISTER NOW** to complete registration.

The screenshot shows a registration form with the following sections:

- Enter your contact information**: Includes fields for email address (John.doe@organizationxyz.com), mobile phone number (973-974-5556), and radio buttons for Business or Personal. A checkbox for notifications is checked.
- View your user ID and create a password**: Shows the user ID (jdoe@organizationxyz) and a password field (travelis2016) with a strength indicator (Good). A confirm password field is also present.
- Select security questions and answers**: Three questions are shown with dropdown menus and text input fields for answers: "What was the name of your first pet?" (Bubbles), "What was the first foreign country you visited?" (australia), and "In what city was your father born? (Enter full name of city only)" (boston).

A "REGISTER NOW" button is located at the bottom right of the form.

Step 7: Receive confirmation of registration and activate your email or mobile phone!

The screenshot shows a confirmation page with a green header: "Congratulations! Your registration is complete".

**Your account**

- Your user ID: Jdoe@organizationxyz
- Your available ADP services: SELF SERVICE

**Activate your email / phone**

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

- John.doe@organizationxyz.com
- +1 555-555-5555

Your registration is complete. You can use your user ID and password to access <https://myadpresource.com>. Please activate your email and mobile phone number to assist with future account access features and notifications. You can manage your account to keep your information up to date and accurate.

# Frequently Asked Questions

**Q: Where do I get a registration code?**

A: You will be provided a registration code from your company administrator

**Q: What if I don't recognize the organization name while registering?**

A: Verify with your company administrator to make sure you have the correct registration code

**Q: What if I am not receiving the personal registration code through email?**

A: Check your spam folder, check with your company administrator to confirm email address is correct in system. Choose the option to verify yourself with identity questions

**Q: Why can't I change my email address to send the personal registration code?**

A: For security reasons, we cannot allow the employee access to change an email address without being authenticated through your client administrator or the Employee Service Center at 800-554-1802.

**Q: What email address does the personal registration code come from?**

A: The email will come from SecurityServices\_NoReply@adp.com

**Q: How long is the personal registration code valid?**

A: The personal registration code is valid for 15 minutes

**Q: Is the registration code that I received from my company administrator different than the personal registration code?**

A: Yes, these are two different codes.

- The registration code that you receive from your company administrator will be entered at the beginning of the registration process and does not expire.
- The personal registration code that is emailed to your email address on file is valid for 15 minutes and will be a different code.

**Q: What if I receive a message that my account is locked due to authentication failures?**

A: Your account will be locked for 24 hours. Please try to access again after 24 hours. You can also call the Employee Service Center at 800-554-1802 to have them assist.