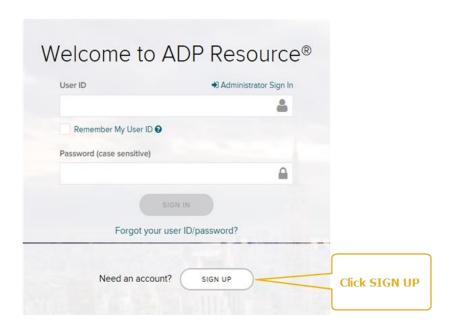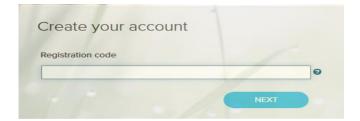# My ADPResource

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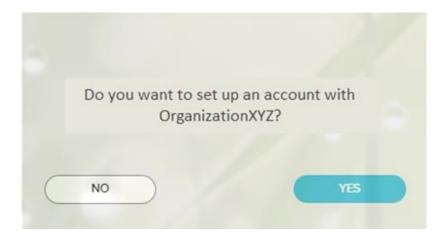
To begin the process, you will need your registration code provided by your company (for example, acme-abc1).

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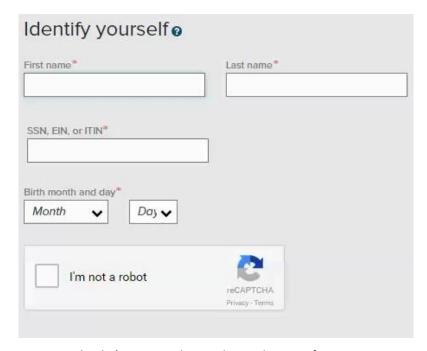

Step 2: Enter your registration code.

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.

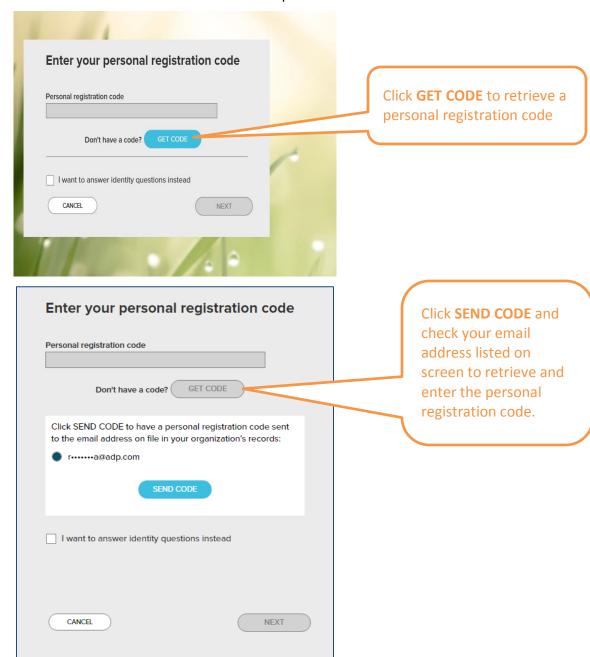Step 4: Enter your information to help us locate your records.

Check I'm not a robot and complete verification.

Step 5: Enter your personal registration code.

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

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

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.

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

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.

- o The registration code that you receive from your company administrator will be entered at the beginning of the registration process and does not expire.
- o 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.