



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 establish your contact preferences and select an email address to receive security notification from your company or ADP. You can also activate your email address and mobile phone numbers to receive login information upon your request.

- Your company's Registration pass code: URScorp-pay
- The web site address (URL) to use for Self Service Registration: https://portal.adp.com

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

1 Enter the registration pass code.

æ?	
Register for ADP Servi	ces
Step 1 Begin Registration	Step 1 of 7: Begin Registration
Step_2 Verify Identity	Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company
Step 3 Get User ID & Password	administrator. Registration code is not case sensitive.
Step 4 Select Security Questions	Registration Code:
Step 5 Enter Contact Information	
Step 6 Enter Activation Code	
Step 7 Review and Submit	
	Previous Next Submit



2 Enter your personal information to verify your identity.

Note: The fields that are available on this page may vary based on your company setup.

Register for ADP Servi	ces			
Step 1 🔗	Step 2 of 7: Verify Iden	tity		
itep 2 /erify Identity itep 3	ADP is committed to protecting we can verify your identity.	your privacy and ensuring that or	Ily you can access	s your information. We ask for some personal information
	Company Name:	NAME (Not your company	Re-enter your re	egistration code.)
Step 4 Select Security Questions	Identity Type:	Full SSN		Ŧ
Step 5	First Name:			
	Last Name:			
Step 6	SSN or EIN or ITIN:		0	
	Confirm SSN or EIN or ITIN:			
	Birth Month, Day and Year:			

3 Get your user ID and create your password to log in to your ADP service. Note: Depending on the ADP services your company is using, the option to create your user ID may be available.

itep 1 legin Registration Step 3 of 7: Get User ID & Password itep 2 (rify/identicy Welcome, Firstname Lastname You will use this information to log in to your ADP service. Your User ID: Your User ID: itep 4 elect Security Busstions Create Your Password itep 5 nter A contact information Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. itep 5 nter A contact information Iter activation Code itep 7 leview end Submit Password: Confirm Password: Password strength: Strong Confirm Password: Iter and 1 memonic, The first time I traveled to a foreign country I was 9 years old" can be used to create the password "titl2@FCIW90" 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.	legister for ADP Service	25		
Active 2: Wetcome, Firstname Lastname Your Will use this information to log in to your ADP service. Step 3: Your User ID: Sasword Create Your Password riep 4: 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. It is recommended that password strength: Strong Password 'The mnemonic, 'The first time I traveled to a foreign country lwas 9 years old' can be used to create the password 'Thit2@FCIM9y0' using the following techniques: riep 7 eview and Submit	itep 1 🥺 🥹	Step 3 of 7: Get U	ser ID & Password	
Step 3 Get User ID & Password Your User ID: Step 4 elect Security Questions Create Your Password Step 5 enter Contact information 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 Step 7 teview and Submit Confirm Password: Confirm Password: Confirm Password: Use the first letter of most words. Capitalize all letters in the first half of the alphabet. Use the first letter of most words. Capitalize all letters in the first half of the alphabet. Use smillar-looking substitutions i.e., ! for 1, 2 for "to", @ for "a", etc.	Step 2 🥹	Welcome, Firstname Lastn You will use this informatio	ame on to log in to your ADP service.	
Create Your Password Create Your Password Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. Step 5 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. Step 6 Password: Step 7 Password: Step 7 Confirm Password: Confirm Password: Confirm Password: Confirm Password: Confirm Password: Use the first letter of most words. Capitalize all letters in the first half of the alphabet. Use the first letter of most words. Capitalize all letters in the first half of the alphabet. Use the first letter of most words. Use similar-looking substitutions i.e., ! for 1, 2 for to', @ for 'a', etc.	Step 3 Get User ID & Password	Your User ID:		
Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. 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: Password: Password: Confirm Password: Confirm Password: Confirm Password: Output 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 "co", @ for "a", etc.		Create Your Password		
Questions 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. Step 5 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. Step 5 Password: Password: Password strength: Strong Step 7 Confirm Password: Review and Submit Confirm Password: Use the first letter of most words. Confirm first thalf of the alphabet. Use similar-looking substitutions i.e., ! for 1, 2 for "to", "efor"a", etc.	Select Security	Passwords must be at least	t 8 characters long and contain at least	1 letter and 1 number. Passwords are case sensitive.
Step 5 Enter Confirm Password: Password strength: Strong Step 6 Enter Activation Code Password: Password strength: Strong Step 7 Review and Submit Confirm Password: Image: Confirm Password: Confirm Password: Image: Confirm Password: Image: Confirm Password: Step 7 Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: Confirm Password: Image: C	Questions	It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special		
Information Step 6 Enter Activation Code Step 7 Review and Submit. Confirm Password: Operation Code Step 7 Review and Submit. Confirm Password: Operation Code Step 7 Review and Submit. Operation Code Operation Code Display Confirm Password: Operation Code Operation Code Display Confirm Password: Operation Code Display Confirm Password: Operation Code Display Confirm Password: Display Code Display	Enter Contact	characters.		
Step 6 Password strength: Strong Step 7 Confirm Password: * Confirm Password: * ••••••••••••••••••••••••••••••••••••	Information	Password	•••••	0
Step 7 Review and Submit. Confirm Password: * ••••••••• Review and Submit. ••••••••• Confirm Password: * ••••••••• Confirm Password: * •••••••• Confirm Password: * ••••••• Review and Submit. ••••••• Confirm Password: * ••••••• Confirm Password: * •••••• Confirm Password: * •••••• Confirm Password: * •••••• Confirm Password: * •••••• Confirm Password: * ••••••• Confirm Password: * ••••••• Confirm Password: * •••••••• Confirm Password: * •••••••• Confirm Password: * ••••••••• Confirm Password: * ••••••••••• Confirm Password: * •••••••••••• Confirm Password: * ••••••••••••••••••••••••••••••••••••		125500101	Password strength: Strong	
 Capitalize all letters in the first half of the alphabet. Use similar-looking substitutions i.e., ! for 1, 2 for "to", @ for "a", etc. 	Step 7 Review and Submit	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 "tFt!t2@FC1w9y0" using the following techniques: • Use the first letter of most words.
 Use similar-looking substitutions i.e., ! for 1, 2 for "to", @ for "a", etc. 				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 three 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 choose answers you can remember.

-	ces		
Step 1 🛛 🔮	Step 4 of 7: S	Select Security Questions and Answers	
Step 2	To protect your acc	count, the information you enter will be used to verify your identity if you forget your use	er ID and/or password.
Step 3	Security Question	s and Answers	
Get User ID & Password	Answers must be a	t least 2 alphanumeric characters long and are not case sensitive. Be sure to choose an	swers you can remember.
Step 4 📀	Question 1:	What was your childhood nickname that most people do not know?	•
Questions	Answer 1:	Answer1	I
Step 5 Enter Contact			
	Question 2:	What is the first and last name of your childhood best friend?	· •
Information	Question 21		
Information Step 6 Enter Activation Code	Answer 2:	Answer2	
Information Step 6 Enter Activation Code Step 7	Answer 2:	Answer2	
Information Step 6 Enter Activation Code Step 7 Review and Submit	Answer 2: Question 3:	Answer2 What was the name of your first pet?	<u>×</u>

5 Enter your contact information to receive security notifications from your company or ADP. This is how ADP sends your activation code to you.

legister for ADP Service	15			
tep 1 📀 😒	Step 5 of 7: Enter Your Contact Information			
tep 2 📀	Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that w can contact you.			
itep 3 🥹 Get User ID & Password	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 a text message with your temporary password and/ or user ID.			
itep 4 Sielect Security	Email Addresses Use for Notifications Select at least one email address to use for notifications.			
itep 5	Work Email:			
nter Contact Iformation	Personal Email:			
tep 6 nter Activation Code	Phone Numbers			
tep 7 eview and Submit	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.			
	Office: Ext:			
	Work Mobile:			



6 Enter the activation code you received from ADP.

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.

Register for ADP	Service	5
Step 1 Begin Registration	0	Step 6 of 7: Enter Activation Code
Step 2 Verify Identity	0	An activation code has been sent to your email address and mobile phone numbers you selected. You must activate your contact information to
Step 3 Get User ID & Password	0	ensure that they are in service and can be used to reach you.
Step 4 Select Security Questions	0	registration confirmation email. Didn't receive a code? View Help
Step 5 Enter Contact Information	0	sam ple@testemail.com Activation Code:
Step 6 Enter Activation Cod	le	
Step 7		

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

legister for ADP Ser	vices				
tep 1 egin Registration	Step 7 of 7: R	eview and Submit			
tep 2 erify Identity	Review the informat	ion on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous. USERID			
tep 3 et User ID & assword	Security Questions	Security Questions and Answers			
itep 4 elect Security Duestions	Question 1: Answer 1:	What was your childhood nickname that most people do not know? Answer1			
itep 5	Question 2: Answer 2:	What is the first and last name of your childhood best friend? Answer2			
nformation Step 6	Question 3: Answer 3:	What was the name of your first pet? Answer3			
Step 7	Contact Informatio	Ω			
Keview and Subinit	Work Email:	sample@testemail.com Use for Notifications			

8 On the confirmation page, click **Log In**. Once registered, you can log in to your ADP service and manage your account information to keep it accurate.