



Self Service Registration for ADP's Portal

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 be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, make sure you have the following information:

- Your company's Registration pass code (provided by your administrator)
- The web site address (URL) to use for Self Service Registration (provided by your administrator)
- A recent pay stub or Form W-2, if available

Open your company's registration web site address and click **First Time Users Register Here**.

ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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Note: This is an example; your page may look different depending on the product you are registering for.



Welcome!

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'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Ready to get started?

The Registration Process At-a-Glance

Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Already Registered?

Do you already have an ADP user ID in the following format: JSmith@Company?
If yes, you are already registered for ADP services. Do you want to [add a service](#)?



Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.

▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

Click **Register now.**

Enter your Registration pass code and click **Next.**



Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code

2. Verify Your Identity

3. Enter Your Contact Information

4. Enter Your Security Information

5. View Your User Id & Create Your Password

6. Confirmation

Verify Your Identity

Your Social Security number is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name: MI:

Last Name: (Apostrophes and hyphens are allowed.)

Social Security Number: (All nine numbers in any format.)

Confirm Social Security Number: (All nine numbers in any format.)

Birth Month and Day:

Enter your name, Social Security number, and date of birth. Then click **Next**.



Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information**
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.


▶ = Required

First Name:	▶ <input type="text" value="John"/>	MI: <input type="text"/>
Last Name:	▶ <input type="text" value="Doe"/>	(Apostrophes and hyphens are allowed.)
Business/Personal E-Mail:	▶ <input type="text"/>	(This e-mail address is only used for notifications.)
Confirm E-Mail:	▶ <input type="text"/>	
Phone:	▶ <input type="text"/>	

Enter your e-mail address and click **Next**.

Your phone number is optional.





Register for ADP Services

Please enter the following information to register for ADP services.

Step 4 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information**
- 5. View Your User Id & Create Your Password
- 6. Confirmation

Enter Your Security Information

For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth: ▶

Select a question from the list and enter your answer.

Security Question 1: ▶

Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

Answer 2: ▶


Enter your place of birth.

Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.

You should make a note of your answers and keep them in a safe place.





Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code	View Your ADP Services User ID
2. Verify Your Identity	Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.
3. Enter Your Contact Information	Note: Your user ID is not case-sensitive.
4. Enter Your Security Information	User ID: fsmith@MPLX
5. View Your User Id & Create Your Password	Create Your ADP Services Password
6. Confirmation	Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.
	Note: Your password is case sensitive. ▶ = Required
	Create Password: <input type="text"/> (Example: Password01)
	Confirm Password: <input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Your user ID is displayed.

Note: If your administrator must approve your registration, you will receive an e-mail containing your User ID after the approval is processed.

Create your password and click **Submit**.

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character. Also, your password is case sensitive.

Important: You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.



ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation**

Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Add ADP Services

The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

- ADP Service

Log On to an ADP Service

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

- Your ADP Service

Select the service you want to use and click **Log On**.

Note: If your administrator must approve your registration, you will not have immediate access to ADP services.

Note: "ADP Service" represents the product you registered for.