

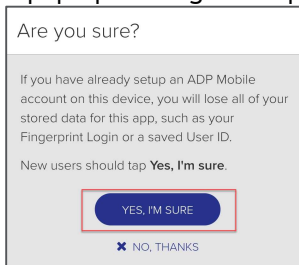
Mobile Guide – Registering for Employee Access on the ADP Mobile Solutions App

Registering for Employee Access with ADP Mobile Solutions App

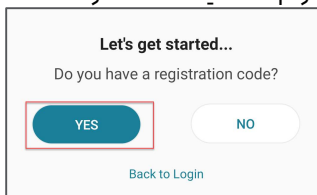
1. Open ADP Mobile Solutions App.
2. From the Log on Page, click on **New? Get Started**.



3. A pop-up message will appear, click **Yes, I'm Sure**.

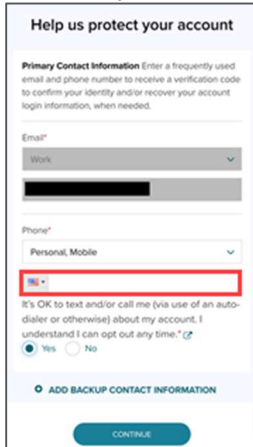


4. Have a Registration Code? Click **Yes**. Review your email from SecurityServices_NoReply@adp.com.



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5. Enter your **mobile** number, click **continue**. Note: Email is automatically filled in based on email provided by HR Administrator.



Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work

Phone*

Personal, Mobile

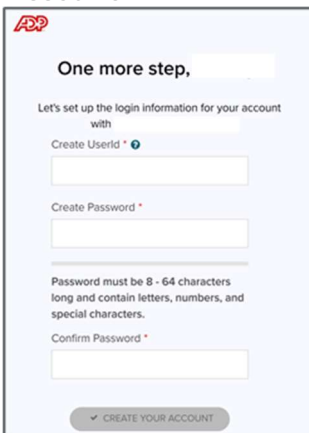
It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.*

Yes No

ADD BACKUP CONTACT INFORMATION

CONTINUE

6. Create a **Unique UserId, Password, and Confirm Password**, Click **Create Your Account**.



ADP

One more step,

Let's set up the login information for your account with

Create UserId *

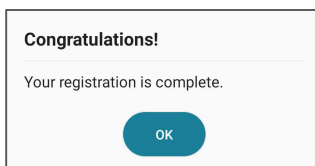
Create Password *

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

CREATE YOUR ACCOUNT

7. Click OK to finalize.



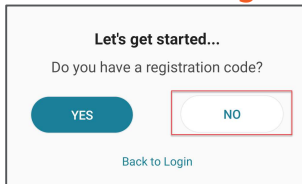
Congratulations!

Your registration is complete.

OK

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Don't have a Registration Code? Select **No**.



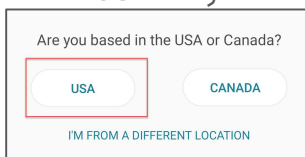
Let's get started...

Do you have a registration code?

YES NO

[Back to Login](#)

1. Select **USA** for your location.

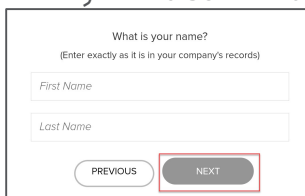


Are you based in the USA or Canada?

USA CANADA

[I'M FROM A DIFFERENT LOCATION](#)

2. Enter your **First** and **Last** name, click **Next**.



What is your name?
(Enter exactly as it is in your company's records)

First Name

Last Name

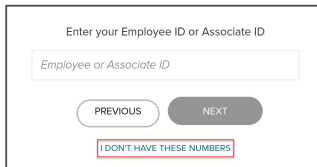
3. Enter your **Date of Birth**, click **Next**.



What is your birth date?

Jan 1, 1995

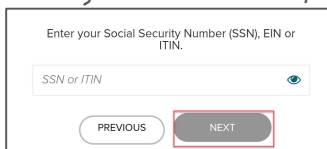
4. Choose **I Don't Have These Numbers** to enter your social security number.



Enter your Employee ID or Associate ID

Employee or Associate ID

5. Enter your **SSN** or **ITIN**, click **Next**.

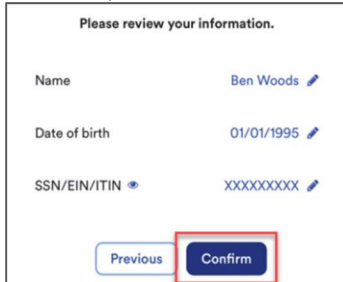


Enter your Social Security Number (SSN), EIN or ITIN.

SSN or ITIN

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6. Review your information, click **Confirm**.

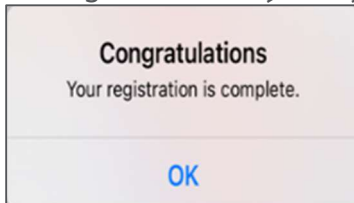


Please review your information.

Name	Ben Woods
Date of birth	01/01/1995
SSN/EIN/ITIN	XXXXXXXX

Previous Confirm

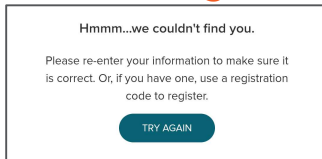
7. Message will identify that your Registration has been completed, click **OK**.



Congratulations
Your registration is complete.

OK

Common Registration Issue Message



Hmmm...we couldn't find you.

Please re-enter your information to make sure it is correct. Or, if you have one, use a registration code to register.

TRY AGAIN

Please reach out to your HR Administrator to verify that your **Name**, **Social Security number**, and **Date of Birth** are entered correctly in the payroll and/or time system.