Registering for Employee Access with ADP Mobile Solutions App
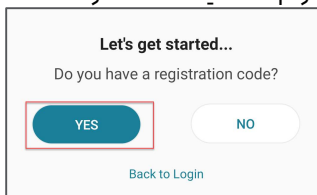
1. Open ADP Mobile Solutions App.

2. From the Log on Page, click on **New? Get Started**.

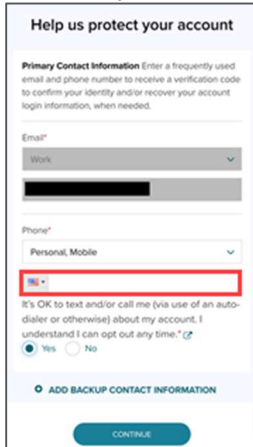3. A pop-up message will appear, click **Yes, I'm Sure**.
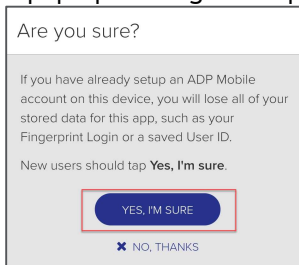
4. Have a Registration Code? Click **Yes**. Review your email from SecurityServices_NoReply@adp.com.

5. Enter your **mobile** number, click **continue**. Note: Email is automatically filled in based on email provided by HR Administrator.
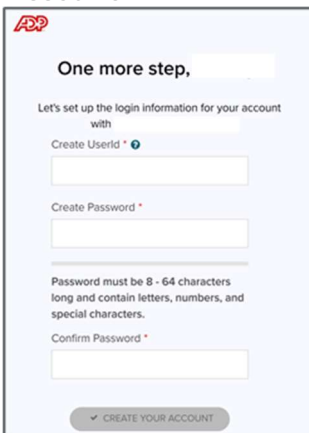
6. Create a **Unique UserId**, **Password**, and **Confirm Password**, Click **Create Your Account**.

7. Click OK to finalize.

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.

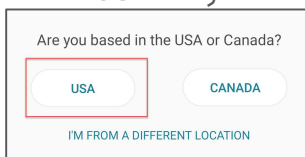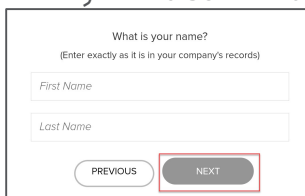Are you based in the USA or Canada?

USA   CANADA

I'M FROM A DIFFERENT LOCATION

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

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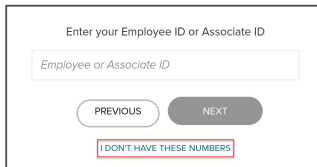(Enter exactly as it is in your company's records)

First Name

Last Name

PREVIOUS   NEXT

3. Enter your **Date of Birth**, click **Next**.
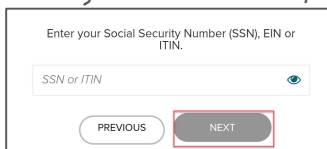
What is your birth date?

Jan 1, 1995

Previous   Next

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

PREVIOUS   NEXT

I DON'T HAVE THESE NUMBERS

5. Enter your **SSN** or **ITIN**, click **Next**.
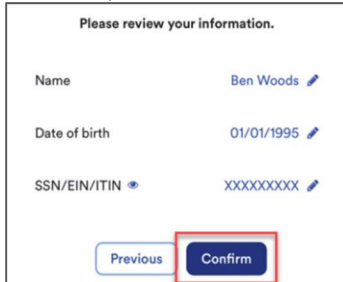
Enter your Social Security Number (SSN), EIN or ITIN.

SSN or ITIN

PREVIOUS   NEXT

6. Review your information, click **Confirm**.
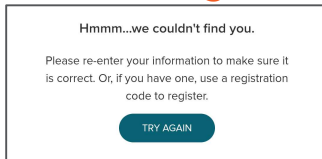
7. Message will identify that your Registration has been completed, click **OK**.

Common Registration Issue Message

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.