

My ADPResource Employee Registration Instructions



A more human resource.™

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**.

Welcome to ADP Resource®

User ID Administrator Sign In

 Remember My User ID

Password (case sensitive)

[Forgot your user ID/password?](#)

Need an account?

Click SIGN UP

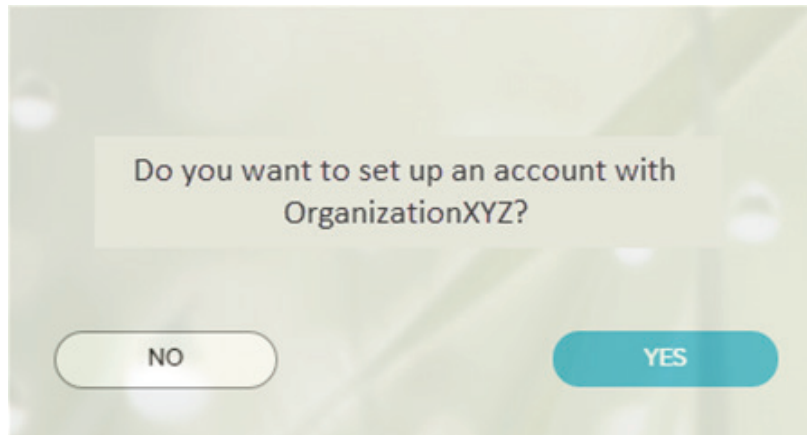
Step 2: Enter your registration code.

Create your account

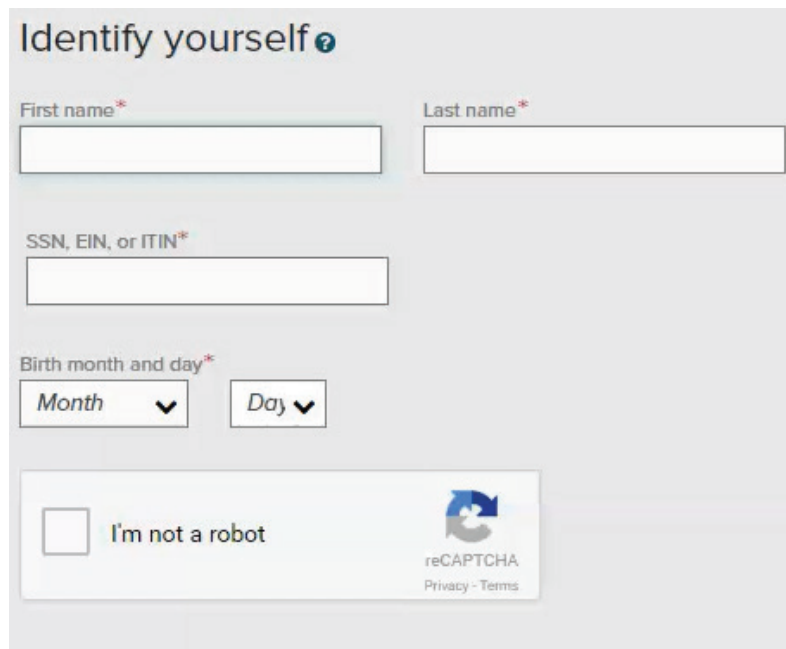
Registration code

ADP Resource Employee Registration Process

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.

A screenshot of a registration form titled "Identify yourself". The form contains several input fields: "First name*" and "Last name*" (text boxes), "SSN, EIN, or ITIN*" (text box), and "Birth month and day*" (two dropdown menus labeled "Month" and "Day"). At the bottom, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text.

Check I'm not a robot and complete verification.

ADP Resource Employee Registration Process

Step 5: Enter your personal registration code.

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

Enter your personal registration code

Personal registration code

Don't have a code? **GET CODE**

I want to answer identity questions instead

CANCEL **NEXT**

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

Enter your personal registration code

Personal registration code

Don't have a code? **GET CODE**

Click **SEND CODE** to have a personal registration code sent to the email address on file in your organization's records:

● r.....a@adp.com

SEND CODE

I want to answer identity questions instead

CANCEL **NEXT**

Click **SEND CODE** and check your email address listed on screen to retrieve and enter the personal registration code.

ADP Resource Employee Registration Process

Step 6: Complete contact information and click **REGISTER NOW** to complete registration.

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*
John.doe@organizationxyz.com Business Personal

Mobile phone number
United States 973-974-5556 Business Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*
jdoe@organizationxyz

Password (case sensitive)*
travel@2016 Good Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
***** Show password

Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1*
What was the name of your first pet?
Bubbles

Question 2*
What was the first foreign country you visited?
australia

Question 3*
In what city was your father born? (Enter full name of city only)
boston

REGISTER NOW

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

Congratulations! Your registration is complete!

Your account

Your user ID: jdoe@organizationxyz

Your available ADP services:

SELF SERVICE

Activate your email / phone

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

John.doe@organizationxyz.com
+1 555-555-5555

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.

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