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, your administrator will provide you with the following information:
- Your company’s Registration pass code
- The web site address (URL) to use for Self Service Registration

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

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

Enter your Registration pass code and click **Next**.
If your administrator provided you the Personal Identification code (PIC), select the PIC option. Otherwise, select SSN or ITIN.

Enter the information requested on this page. This information may vary depending on your company’s setup.

Note: Enter your name exactly as it appears in your employer’s records.

Note: You may be requested to enter information on this page if you select the Personal Identification Code (PIC).
Enter your e-mail address and click **Next**.

Your phone number is optional.
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.
Create your password and click **Submit**.

**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.
What to Do Next:

Employees should navigate to the ADP Portal (https://portal.adp.com) and login by clicking on the button, then key in your newly acquired ADP Services User ID and password.

**Important**: The first time you access ADP’s Time and Attendance, you will be asked to enter your Client Name. Your administrator provided you this information via a separate communication.