



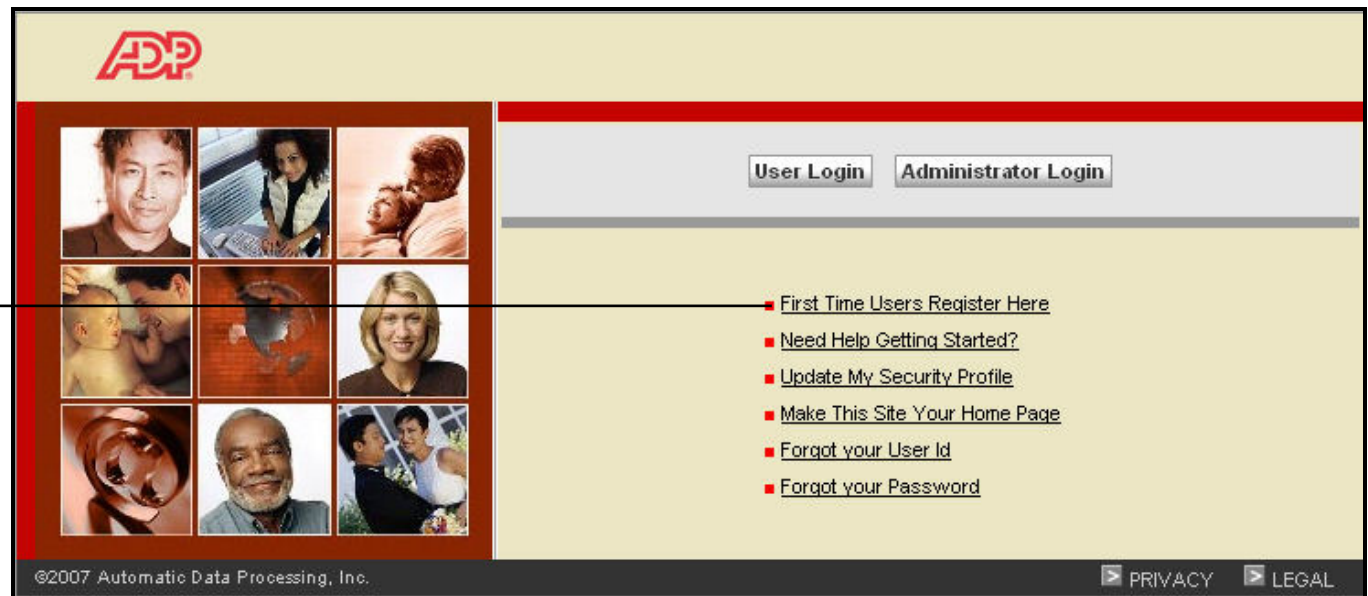
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

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**.

**ADP**

**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.

**Ready to get started?**

**Already Registered?**

**Privacy & Security**

- Our Security Commitment
- ADP Privacy Statement
- Legal Information

**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](#)

Do you already have an ADP user ID in the following format: JSmith@Company?  
If so, you are already registered for ADP services.

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

**ADP**

**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)



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.

**ADP**

**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**

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using:

Personal Identification Code (PIC)

Social Security Number (SSN)

Individual Taxpayer Identification Number (ITIN)

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

▶= Required

First Name: ▶  (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: ▶  (Apostrophes and hyphens are allowed.)

SSN: ▶  (All nine digits in any format)

Confirm SSN: ▶  (All nine digits in any format)

Date of Birth: ▶  (Month) ▶  (Day)

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**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)

▶= Required

First Name: ▶  (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: ▶  (Apostrophes and hyphens are allowed.)

PIC: ▶

Date of Birth: ▶  (Month) ▶  (Day)



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. If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶ John

Middle Initial:

Last Name: ▶ Doe

Business/Personal E-Mail: ▶  (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone:  (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

Next

Cancel

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

Your phone number is optional.



**ADP**

**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.



**ADP**

### Register for ADP Services

Please enter the following information to register for ADP services.

**Step 5 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

#### View Your ADP Services User ID

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.

**Note:** Your user ID is not case-sensitive.

**User ID:** jdoe@mplx

#### Create Your ADP Services Password

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:**  (Example: Password01)

**Confirm Password:**

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Your user ID is displayed.

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.



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

**Log On to an ADP Service**

The following ADP services are currently available to you. To use a service, select it and click **Log On**. If you want to log on later, click **Close**.

- ADP Portal

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

#### 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.