

# 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 [www.myadpresource.com](http://www.myadpresource.com) and select **SIGN UP**.

**NHSSOLUTI-85254**

Welcome to ADP Resource®

User ID Administrator Sign In

☐ Remember My User ID ?

Password (case sensitive)

SIGN IN

Forgot your user ID/password?

Need an account? **SIGN UP**

Click SIGN UP

Step 2: Enter your registration code.

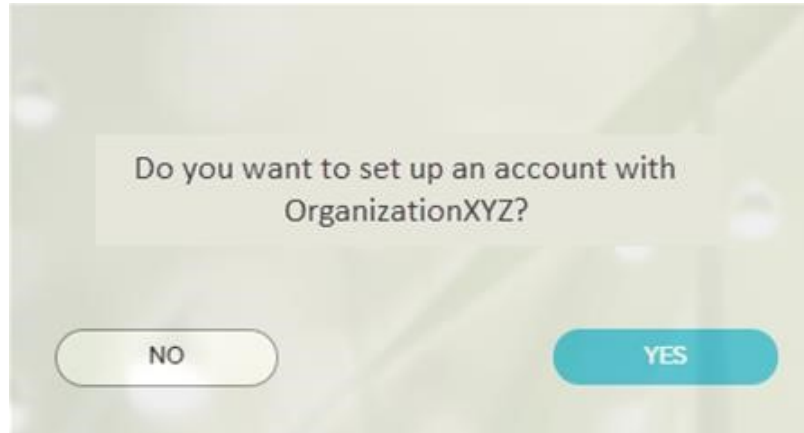
**NHSSOLUTI-85254**

Create your account

Registration code

NEXT

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.



Do you want to set up an account with OrganizationXYZ?

NO YES

Step 4: Enter your information to help us locate your records.



Identify yourself ⓘ

First name\* Last name\*

SSN, EIN, or ITIN\*

Birth month and day\*  
Month ▼ Day ▼

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

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. (Once you do this, the box below will appear.)

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. \*

**\*If you don't recognize the email displayed on this page or if you are having trouble receiving the code then please verify with your payroll administrator that the information you entered is the same as what they entered. Also, ensure you are the only one that has access to that email address.**

## ADP Resource Employee Registration Process

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

The screenshot shows the 'Enter your contact information' and 'View your user ID and create a password' sections of the registration process.

**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 (dropdown) 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)\*: travelis2016 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? (dropdown)  
Your answer (not case-sensitive)\*: Bubbles

Question 2\*: What was the first foreign country you visited? (dropdown)  
Your answer (not case-sensitive)\*: australia

Question 3\*: In what city was your father born? (Enter full name of city only) (dropdown)  
Your answer (not case-sensitive)\*: boston

**REGISTER NOW**

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

The screenshot shows the 'Congratulations! Your registration is complete!' screen.

**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 [www.myadpresource.com](http://www.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.