Registration Quick Reference Card for Employees/Associates

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Contents

Disclaimers:

- Employee registration does not apply to admin-only services such as General Ledger Interface, ADP Reporting, and Payroll QuickView.

- The registration process outlined in this document does not apply to RUN Powered By ADP® Employee Access®.

- The registration process will vary slightly for employees registering for ADP Retirement Services on the participant website at www.mykplan.com.

Registration

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.

Before You Begin: You will need your registration code and the URL to access your ADP service login page. If you do not have this information, contact your organization's administrator.

Your registration code's format and delivery method depend on your organization's setup:
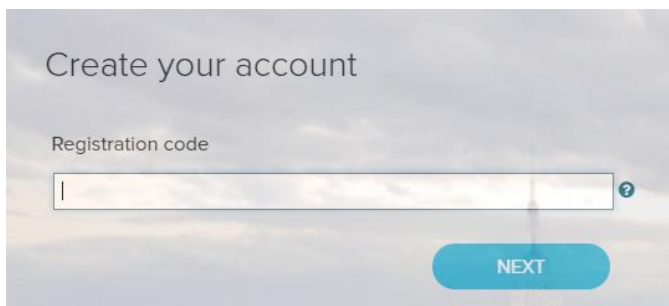
- You receive a personal registration code (for example, b9a7q6re) in an email from ADP (SecurityServices_NoReply@adp.com) or shared by your administrator (verbally or in a secure communication). This code is valid for 15 days from the date of issue.
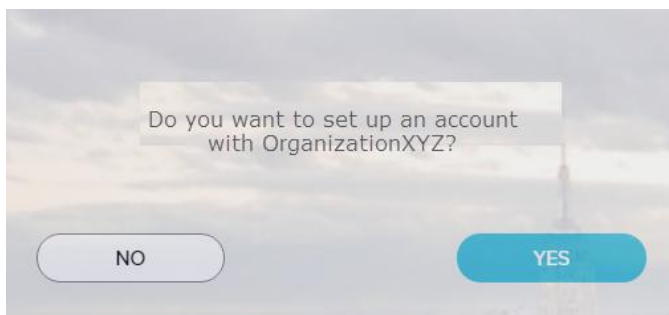
  (Or)

- Your administrator provides a code in the format "CompanyID-companyspecificcode" (for example, CompanyID-200Alabama1943) in a secure communication.

Security Tip: To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On the login page of your ADP service, click the link to register and create your ADP service account. Follow the instructions on the page.

Enter your personal registration code or your organizational registration code.

If you do not recognize the name of your organization, select No and start over.

Enter your identity information.

Important: Based on your organization's setup, <u>ONE</u> of the options will apply.

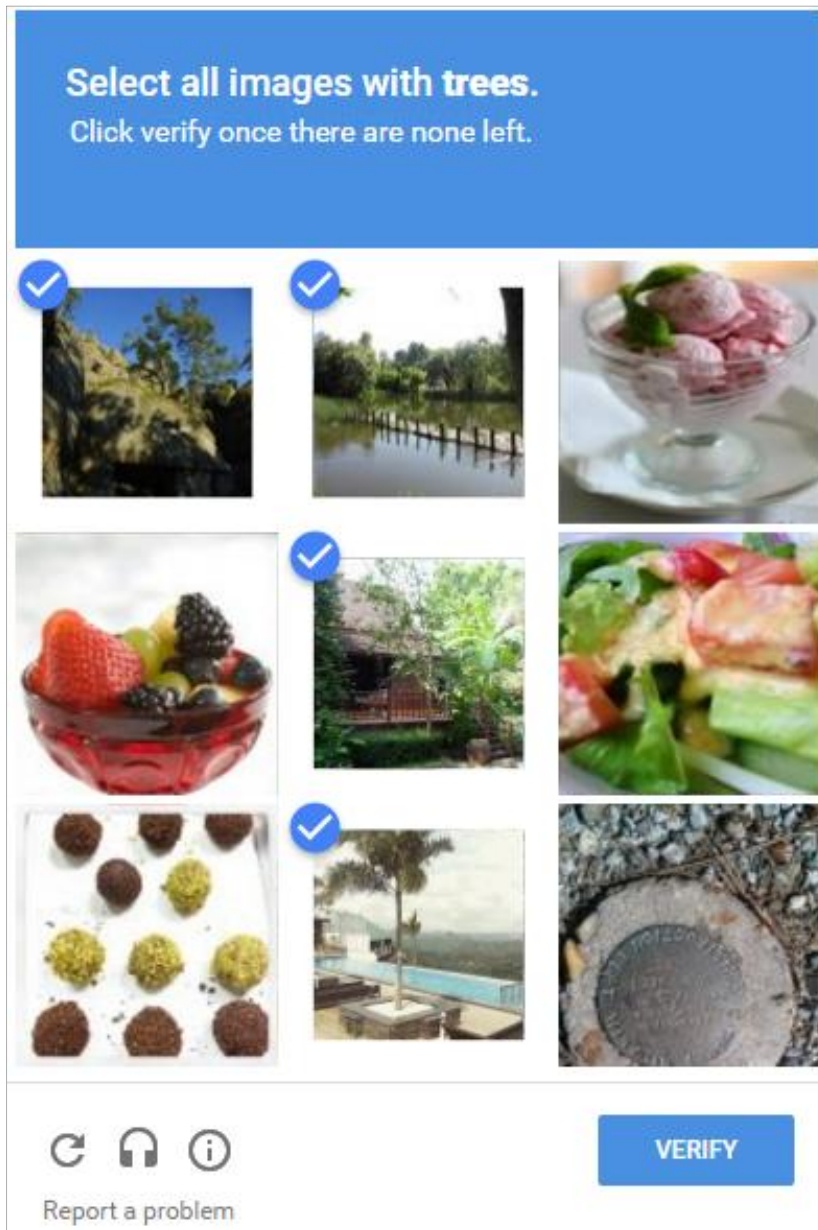|	
Option 1 If you entered an Organizational Registration code, the information requested might vary based on your organization's setup. **Google™ reCAPTCHA challenge:** Click on the "I'm not a robot" check box and answer a quick challenge and prove you are human.	Identify yourself First name* Last name* Associate ID / Employee ID* SSN, EIN, or ITIN* Birth month, day, and year* Month Day Year ☐ I'm not a robot reCAPTCHA Privacy - Terms NEXT
Option 2 If you entered a Personal Registration code, the information requested might vary based on the information in your record. **Note:** Google™ reCAPTCHA challenge is not required when registering with a personal registration code.	Identify yourself First name* Last name* And at least one of these * ● Associate ID / Employee ID ○ Last 4 Digits of SSN, EIN, or ITIN ○ Birth month, day, and year NEXT

Complete the Google™ reCAPTCHA challenge.

This challenge is not required if you are registering with a personal registration code.

Sample Challenge

- **Click on all the images that meet the required criteria.**
- **Select all responses that apply.**

Need help?

- **To get a new challenge, click the Refresh icon.**
- **To hear an audio challenge, click the Headphone icon.**
- **To learn more, click the Information icon.**

Note: The appearance of the challenge might vary slightly based on your browser and its settings.

Additional Verification

Depending on your organization's setup, you may be required to provide additional verification.

Option 1 – Get and Enter a Code

- If your email address is **<u>unique</u>** within your organization, and
- You have access to the email address displayed during this process.

How this works:

You request a code to be sent to your email and enter it in the personal registration code field on this page within 15 minutes.

Don't recognize the email displayed on this page or have trouble receiving the code**?** Use the option to answer identity questions, if available.

Enter your personal registration code

Personal registration code

DIDN'T RECEIVE THE 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···········c@adp.com

SEND CODE

☐ I want to answer identity questions instead

CANCEL   NEXT

Option 2 – Answer Identity Questions

- If your email address in **not unique** within your organization's records, or
- You do not recognize or have access to the email address displayed on the screen.

How this works:

You select a valid response to each question within 30 seconds.

These questions and their answer choices are generated from public records and other commercially available data sources. Your responses are not used for any purpose other than to verify your identity and are not shared with your organization.

Help us verify your identity 00:27   * = Required

Help us verify your identity 00:28   * = Required

Help us verify your identity 00:22   * = Required

Do you _____?
Your answer (select one)*

○ Answer Choice 1
○ Answer Choice 2
● Answer Choice 3
○ Answer Choice 4
○ Answer Choice 5

CANCEL   NEXT

Complete the information required on this page to continue.

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

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

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? ⌄

Your answer (not case-sensitive)*

Bubbles

Question 2*

What was the first foreign country you visited? ⌄

Your answer (not case-sensitive)*

australia

Question 3*

In what city was your father born? (Enter full name of city only) ⌄

Your answer (not case-sensitive)*

boston

REGISTER NOW

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.

- Manage your account information to keep it accurate.

Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

<Your activation link>

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-Y8E-H30-2EYEAQ

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code.

Note: In some countries, your activation process will differ; so, follow the instructions in the text message to activate your mobile number.

ADP: Reply with code #####

Forgot Your User ID/Password?

If you forget your login information, you can use the "**Forgot Your User ID/Password**?" link on your ADP service login page to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Forgot User ID/Password

* = Required

First name* ❷
John

Last name*
Doe

And at least one of these* ❷

Email address
john.doe@organizationxyz.com

Mobile phone number
United States +1   555-555-5555

CANCEL   NEXT

> **Enter your first name and last name exactly as they exist in your organization's records.**
>
> **Enter an email address and/or mobile phone number associated with your account.**

Upon successful verification of the information that you entered, your user ID will be displayed.

Your user ID

John Doe, this is your user ID for OrganizationXYZ:

JDoe@OrganizationXYZ

LOG IN   I DON'T KNOW MY PASSWORD

> **Click I DON'T KNOW MY PASSWORD to reset your account password.**
>
> **The process will be different for administrators / practitioners.**

Congratulations! You have successfully retrieved your user ID of your ADP service account.

To Reset Your Password

Select the "I don't know my password" option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

Your security code

Select where you want to send the security code and click Send Code.

⬤ ••••••5556 (SMS text)

◯ J••••••e@organizationxyz.com

SEND CODE

☐ I don't have access to any of these emails/phones

CANCEL   NEXT

Send the code to your email or mobile phone…

…and enter it here within 15 minutes.

Your security code

Select where you want to send the security code and click Send Code.

⬤ ••••••5556 (SMS text)

◯ J••••••e@organizationxyz.com

SEND CODE

Enter your security code here in   14:10

514235

☐ I don't have access to any of these emails/phones

CANCEL   NEXT

If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

Your security questions

* = Required

What was the name of your first pet?

Your answer (not case-sensitive)*

bubbles

☑ Show answer

Click Show answer to reveal your answer briefly.

What was the first foreign country you visited?

Your answer (not case-sensitive) *

•••••••••

☐ Show answer

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive) *

••••••

☐ Show answer

CANCEL   NEXT

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Reset password

* = Required

Click Show password to reveal your password briefly.

New password (case sensitive)* ⓘ

tr@Vel2916   Strong ✓

☑ Show password

Click to see how well your password meets the requirements and how to make it stronger.

✓ **Your password is valid**

Your password MUST have:
✓ At least 8 characters
✓ A lowercase or uppercase letter
✓ A number

Your password MUST NOT have:
✓ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
✓ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:
  Increase the length from 12-20 characters.
✓ Add one or more special characters such as @, $, or &.
✓ Use a combination of uppercase and lowercase letters.

Confirm new pas

☐ Show password

CANCEL

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.