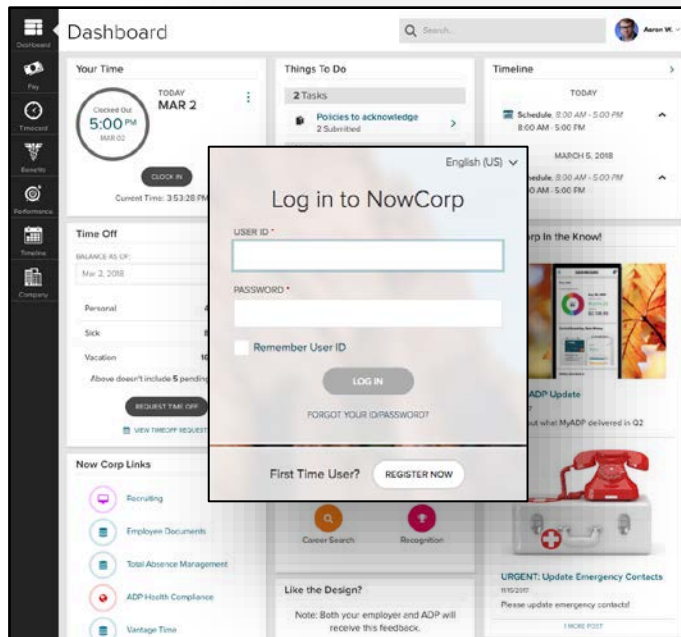# Getting Started with MyADP

Register, log in, and learn about key features

Self Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to **http://myadp.com**.
2. Click **Register Now**.
3. Enter the registration code <mark>SageDining-Sage</mark> and click **Go**.
4. Enter your name and other requested information and click **Confirm**. <mark>**</mark>
   - If the prompt indicates that your record was found, click **Register Now**.
   - If the prompt indicates your record could not be found, contact your administrator or help desk.
5. On the Register for Services page, enter your contact information. (If
6. View or create (if permitted) a user ID.
7. Create a password.
8. Select and answer security questions.
9. If prompted, read the terms and conditions and select the **I Agree** check box.
10. Click **Register** (or **Register Now**).
11. Activate your contact devices by following the instructions in the two emails you will receive.
12. You can now log in to your ADP service.
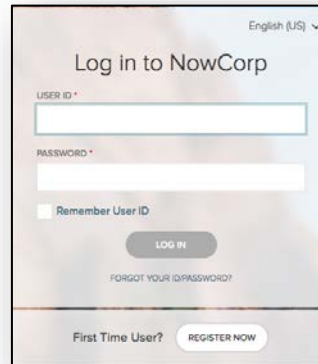
Signing In

1. Go to **http://myadp.com**.
2. Enter your **User Name**.
   Your user name is the user ID you received when you completed self-registration.
3. Enter your **Password**.
   Your password is the one you created during self-registration.
4. Click **Sign In**.

<mark>**</mark>If using your employee ID to register, it must be 6 digits. Clock # 43233 enter as 043233

**For further assistance, contact
Human Resources at
(443) 798-6090**

Welcome to MyADP: Managing Your Data and Information

Now you have one central location to access and update personal, payroll, direct deposit and tax information.

Payroll Information

The Pay page provides quick, summarized access to all pay-related information. You can view up to three years of not only pay information, but also your W-2s and 1099s.
View and update your <u>tax withholding and direct deposit</u> as well.