

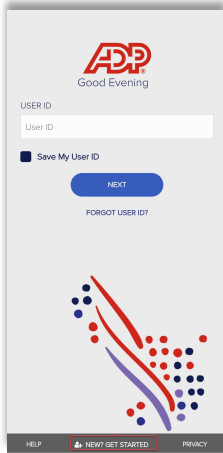
# Mobile Guide – Registering for Employee Access with ADP Mobile Solutions App

## Objective:

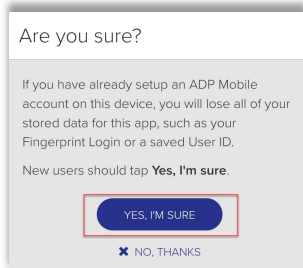
- Register for employee access with or without Registration Code

## Registering for Employee Access with ADP Mobile Solutions App

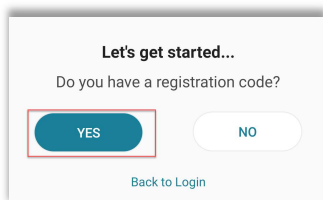
1. Open ADP Mobile Solutions App.
2. From the Log on Page, click on **New? Get Started**.



3. A pop-up message will appear, click **Yes, I'm Sure**.

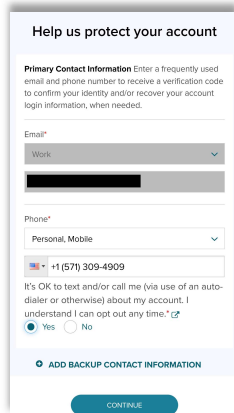


4. Have a Registration Code? Click **Yes**. Review your email from SecurityServices\_NoReply@adp.com.



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5. Enter your **mobile** number, click **continue**. Note: Email is automatically filled in based on email provided by HR Administrator.



**Help us protect your account**

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email\*

Work

Phone\*

Personal, Mobile

+1 (571) 309-4909

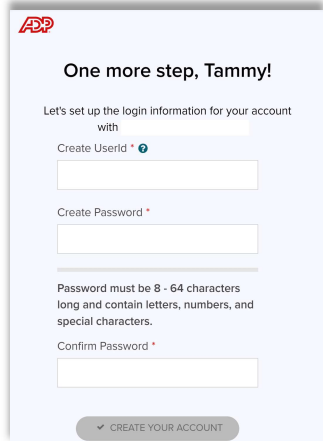
It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.\* [?](#)

Yes  No

[ADD BACKUP CONTACT INFORMATION](#)

[CONTINUE](#)

6. Create a **Unique UserID, Password, and Confirm Password**, Click **Create Your Account**.



**ADP**

**One more step, Tammy!**

Let's set up the login information for your account with

Create UserID \*

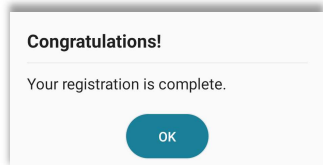
Create Password \*

Confirm Password \*

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

[CREATE YOUR ACCOUNT](#)

7. Click OK to finalize.



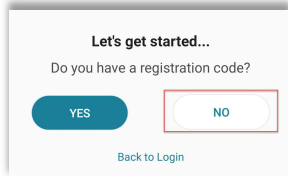
**Congratulations!**

Your registration is complete.

[OK](#)

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Don't have a Registration Code? Select **No**.



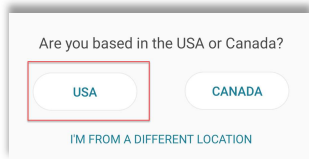
Let's get started...

Do you have a registration code?

YES NO

Back to Login

1. Select **USA** for your location.

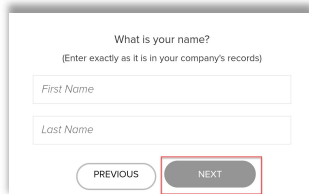


Are you based in the USA or Canada?

USA CANADA

I'M FROM A DIFFERENT LOCATION

2. Enter your **First** and **Last** name, click **Next**.



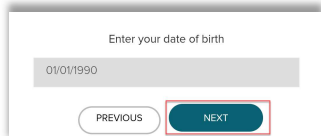
What is your name?  
(Enter exactly as it is in your company's records)

First Name

Last Name

PREVIOUS NEXT

3. Enter your **Date of Birth**, click **Next**.

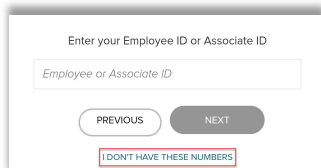


Enter your date of birth

01/01/1990

PREVIOUS NEXT

4. Choose **I Don't Have These Numbers** to enter your social security number.



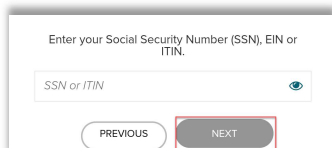
Enter your Employee ID or Associate ID

Employee or Associate ID

PREVIOUS NEXT

I DON'T HAVE THESE NUMBERS

5. Enter your **SSN** or **ITIN**, click **Next**.



Enter your Social Security Number (SSN), EIN or ITIN.

SSN or ITIN

PREVIOUS NEXT



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6. Review your information, click **Confirm**.

Please review your information

Name:employee four ✓

Date Of Birth:01/01/1985 ✓

SSN/EIN/ITIN:XXXXXXXX ✓

PREVIOUS CONFIRM

7. Message will identify that your Registration has been completed, click **OK**.

**Congratulations!**

Your registration is complete.

OK

## Common Registration Issue Message

Hmm...we couldn't find you.

Please re-enter your information to make sure it is correct. Or, if you have one, use a registration code to register.

TRY AGAIN

Please reach out to your HR Administrator to verify that your **Name, Social Security number, and Date of Birth** are entered correctly in the payroll and/or time system.