

# Quick Registration for Employee Access®

View up to 3 years of pay statements and tax statements online at your convenience, safely and securely. Additional features are available depending on what's offered by your company.

1 In your welcome email, click **Register Now** or go to **www.myAccess.adp.com**.

2 Enter your first and last name

You may be asked to verify the month and day of birth or the last 4 digits of your SSN, EIN, or TIN

**Let's get started**

First, we'll need your information so that we can create your account with **Emerald Florist**

First name \*

Last name \*

And one of these \*

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day

3 Enter your email and phone number

Email\*

Work gillian.wilman@emeraldflorist.com

Phone\*

Personal, Mobile +1 (888) 555-1234

It's OK to text me about my account\*

Yes  No

**For security reasons**, if you enter an email or mobile number that's already being used by someone else, you may also be prompted to choose 3 security questions.

4 Create the User ID and Password you'll use to sign in

Accept the Terms and Conditions

User ID \*

Password (case sensitive) \*

**Strong** (Add a special character to strengthen)

Confirm password (case sensitive) \*

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

5 Activate your email and phone number

Be sure to reply to the email or text message you receive within 24 hours. We'll use them to send a confirmation code to recover your user ID or password if you ever forget them.

6 Sign into Employee Access

Be sure to bookmark [www.myAccess.adp.com](http://www.myAccess.adp.com) for the next time you sign in.

**Log in to ADP**

USER ID \*

PASSWORD \*

Remember User ID

**LOG IN**

[FORGOT YOUR ID/PASSWORD?](#)