



Registering as a new employee with Employee Access

Access the RUN employee login page at <https://my.adp.com> . Click **Create Account**.

Log in to ADP

User ID

☐ Remember My User ID ?

NEXT

FORGOT YOUR USER ID?

New user? **CREATE ACCOUNT**

On the **Create your account** screen, click **FIND ME**.

SECURE PAGE

ENGLISH (US) ▼

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

← BACK



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Under **Help us find you**, select **Your information**, then fill out the **fields** below and click **Search**.

Note: 1099 contractor? Enter your **hire date** in the **Date of Birth** fields.

SECURE PAGE

Search Identity Info Contact Info Create Account

Help us find you

☐ Email or mobile phone ☒ Your information

Enter the personal information that you shared with your employer.

First name * Last name *

Contractor Contractor

Date of Birth * Country *

October 01 2017 USA

☒ SSN (Last 4 digits) ☐ Employee/Associate ID

....

SEARCH

BACK

On the **Enter your personal registration code** page, click **SELECT A DIFFERENT METHOD**.

SECURE PAGE

Search Identity Info Contact Info Create Account

Enter your personal registration code

Personal Registration Code

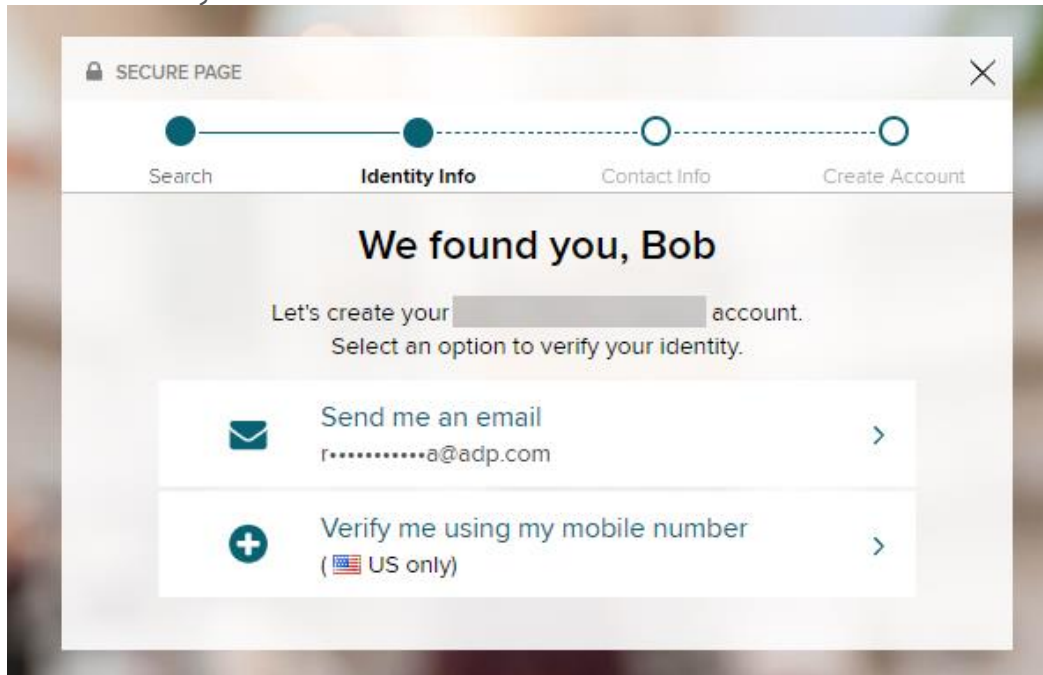
....

SELECT A DIFFERENT METHOD

CONTINUE

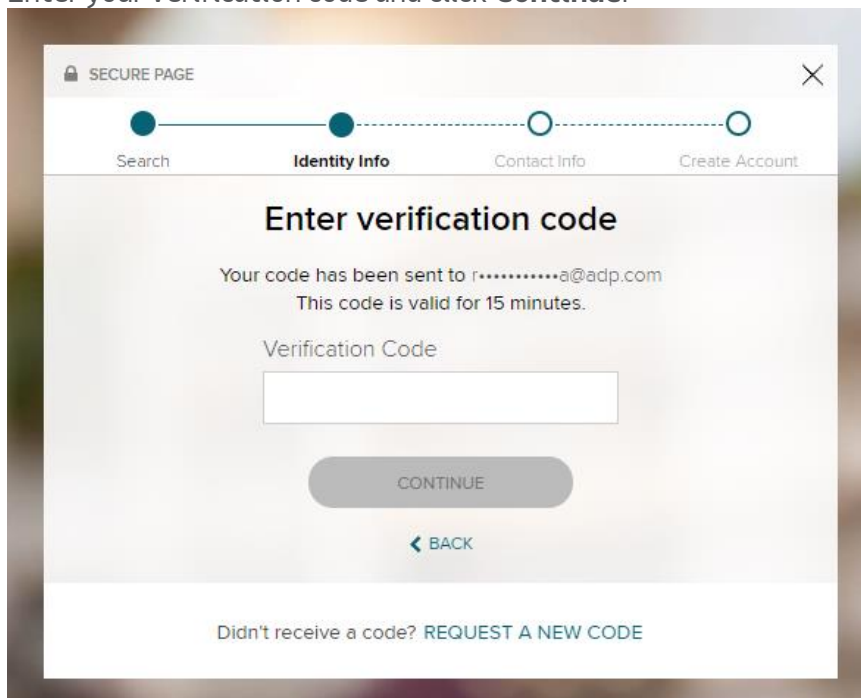
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On the **We found you** page, click to verify via **email** or **mobile**. A Personal Registration code will be sent to your method of choice.



The screenshot shows a 'SECURE PAGE' with a progress bar at the top. The progress bar has four steps: 'Search' (completed), 'Identity Info' (active), 'Contact Info' (pending), and 'Create Account' (pending). Below the progress bar, the heading 'We found you, Bob' is displayed. The text 'Let's create your [redacted] account. Select an option to verify your identity.' is shown. Two verification options are listed: 'Send me an email' with a redacted email address 'r.....a@adp.com' and 'Verify me using my mobile number' with a note '(US only)'. Both options have a right-pointing arrow.

Enter your verification code and click **Continue**.



The screenshot shows the 'Enter verification code' page. The progress bar at the top is the same as the previous page, with 'Identity Info' active. The heading 'Enter verification code' is displayed. The text 'Your code has been sent to r.....a@adp.com. This code is valid for 15 minutes.' is shown. Below this, there is a 'Verification Code' label and a text input field. At the bottom, there is a 'CONTINUE' button and a '< BACK' link. A link 'Didn't receive a code? REQUEST A NEW CODE' is also present at the bottom.



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Complete your phone number entry on **Help us protect your account** and click **Continue**.

SECURE PAGE

Search

Identity Info

Contact Info

Create Account

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

ri

@adp.com

Phone*

Personal, Mobile

+1

➕ ADD BACKUP CONTACT INFORMATION

CONTINUE



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On the **One more step** page, select a user ID and password, and confirm your password. Check the box to accept Terms and Conditions and select **CREATE YOUR ACCOUNT**.

SECURE PAGE

Search Identity Info Contact Info **Create Account**

One more step, Contractor!

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

User ID * ?

Password (case sensitive) *

Confirm password (case sensitive) *

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

Accept Terms and Conditions

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

✓ CREATE YOUR ACCOUNT



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Success! You've created your account! Take note of your user ID and password and activate your phone number within 24 hours – we'll text you with a code.

