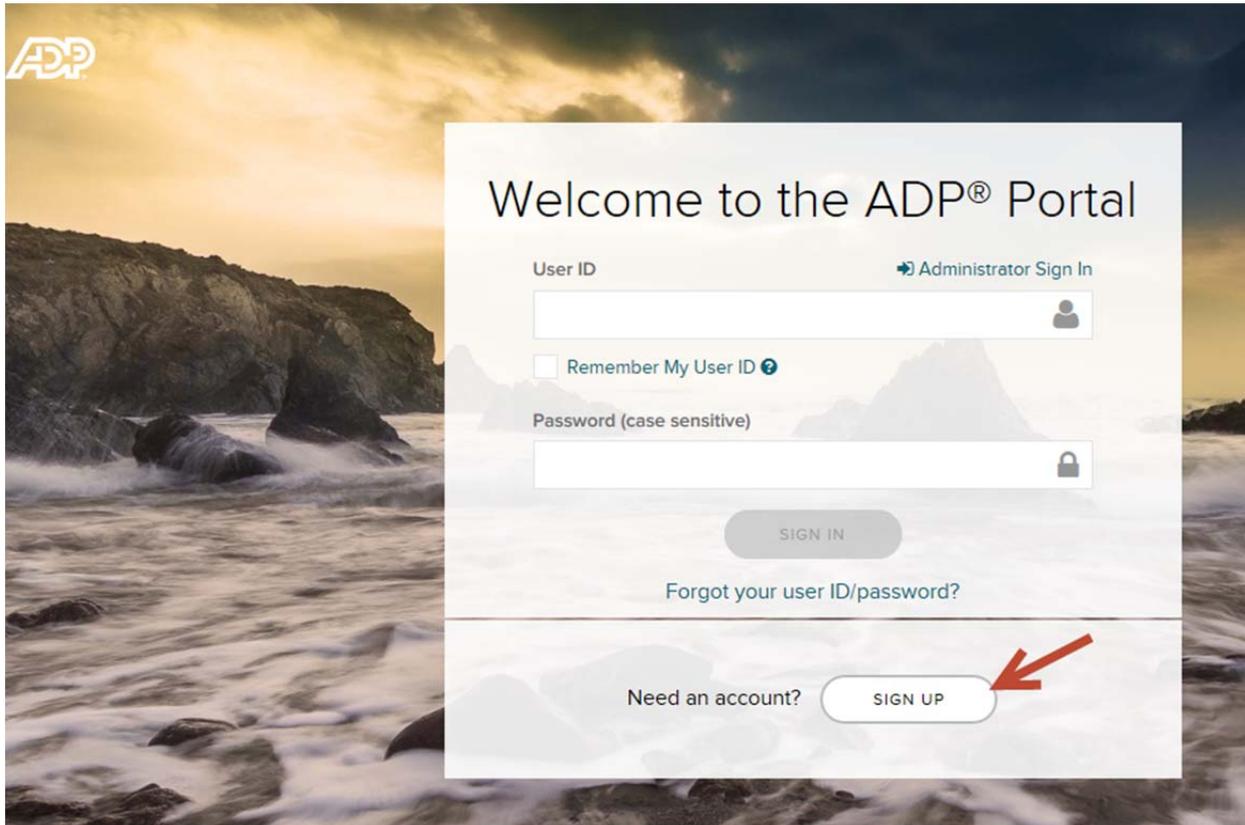


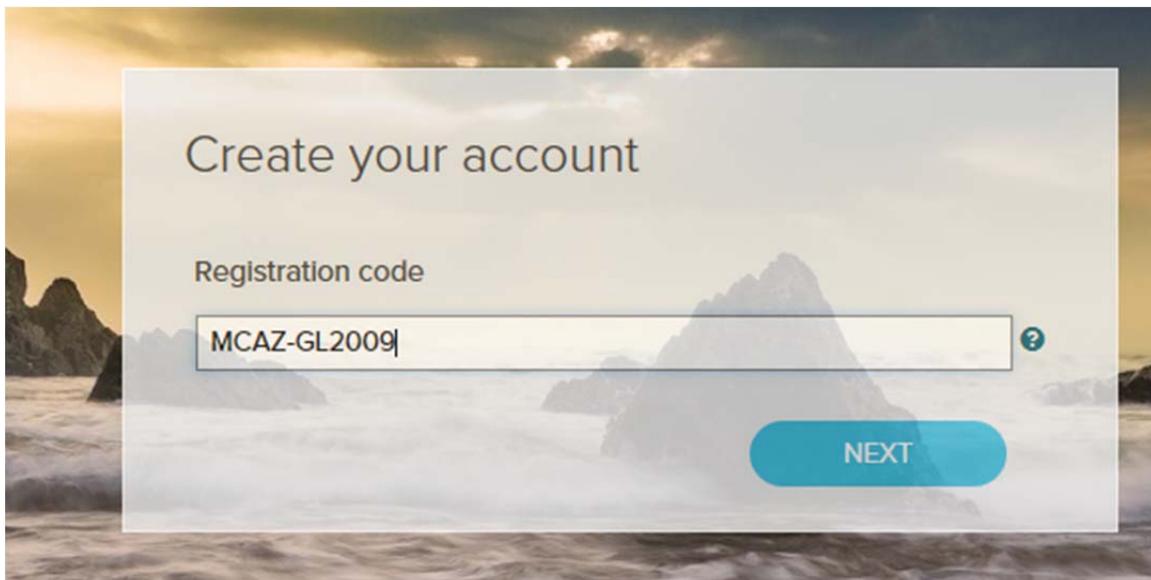
# ADP – Employee Registration

Use this link to start the registration process:

<https://online.adp.com/portal/login.html>

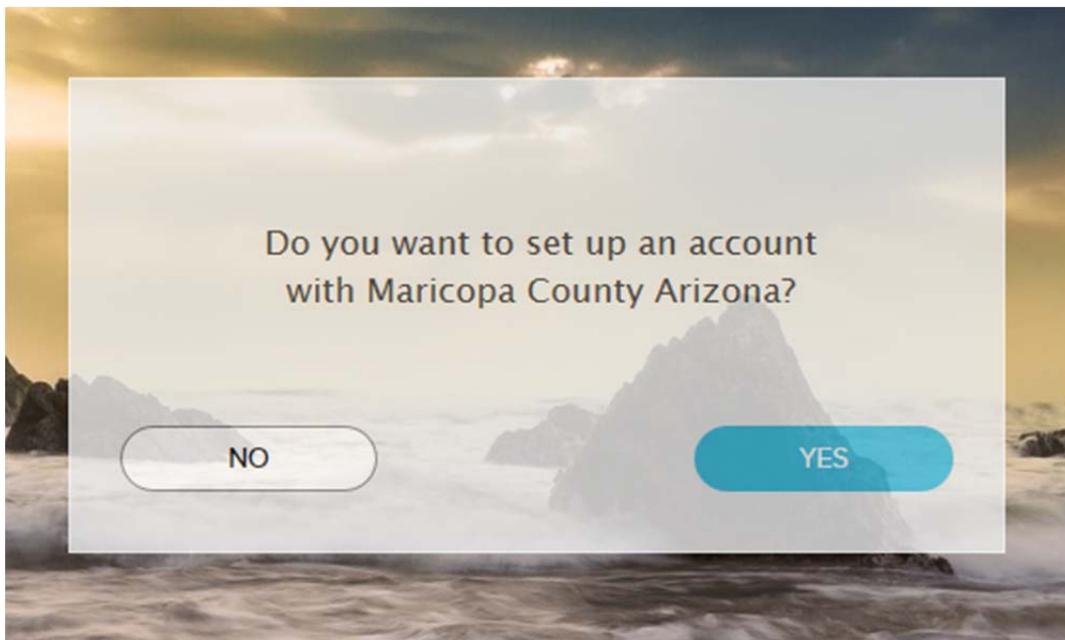


Enter the registration code; **MCAZ-GL2009**. Then click on **Next**.



## ADP – Employee Registration

---



Identify yourself [?](#)

**Enter your name as it appears on your SSN card.**

First name\*

Last name\*

SSN, EIN, or ITIN\*

**Enter your full SSN, just digits no dashes**

HELP

I'm not a robot

 reCAPTCHA  
Privacy - Terms

**check the box**

Don't see the "I'm not a robot" or the box, your browser is not supported. Please use an alternate browser or contact your desktop support team.

# ADP – Employee Registration



Ident

First name  
John

SSN, EIN  
●●●●

HELP

Select all images with a store front.



Select the images that answer the question. The question and images will vary.

NEXT

Select verify

VERIFY

### 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.

Enter your email address(es) \*

Primary email address (used for notifications)\*

Business  Personal

Secondary email address

Business  Personal

And at least one phone number\*

Primary mobile phone number (recommended)

United States +1

Business  Personal

Landline number

United States +1  Ext

Business  Personal

It's OK to text me about my account

## ADP – Employee Registration

**Enter your personal registration code**

Personal registration code  
e9nwr9g3

DIDN'T RECEIVE THE CODE?

Don't have a code? [GET CODE](#)

Click **SEND CODE** to have a personal registration code sent to the contact information on file in your organization's records:

- .....4133 (SMS text)
- .....7500 (SMS text)
- J.....n@adp.com
- j.....0@myemail.com

[SEND CODE](#)

I want to answer identity questions instead

[CANCEL](#) [NEXT](#)

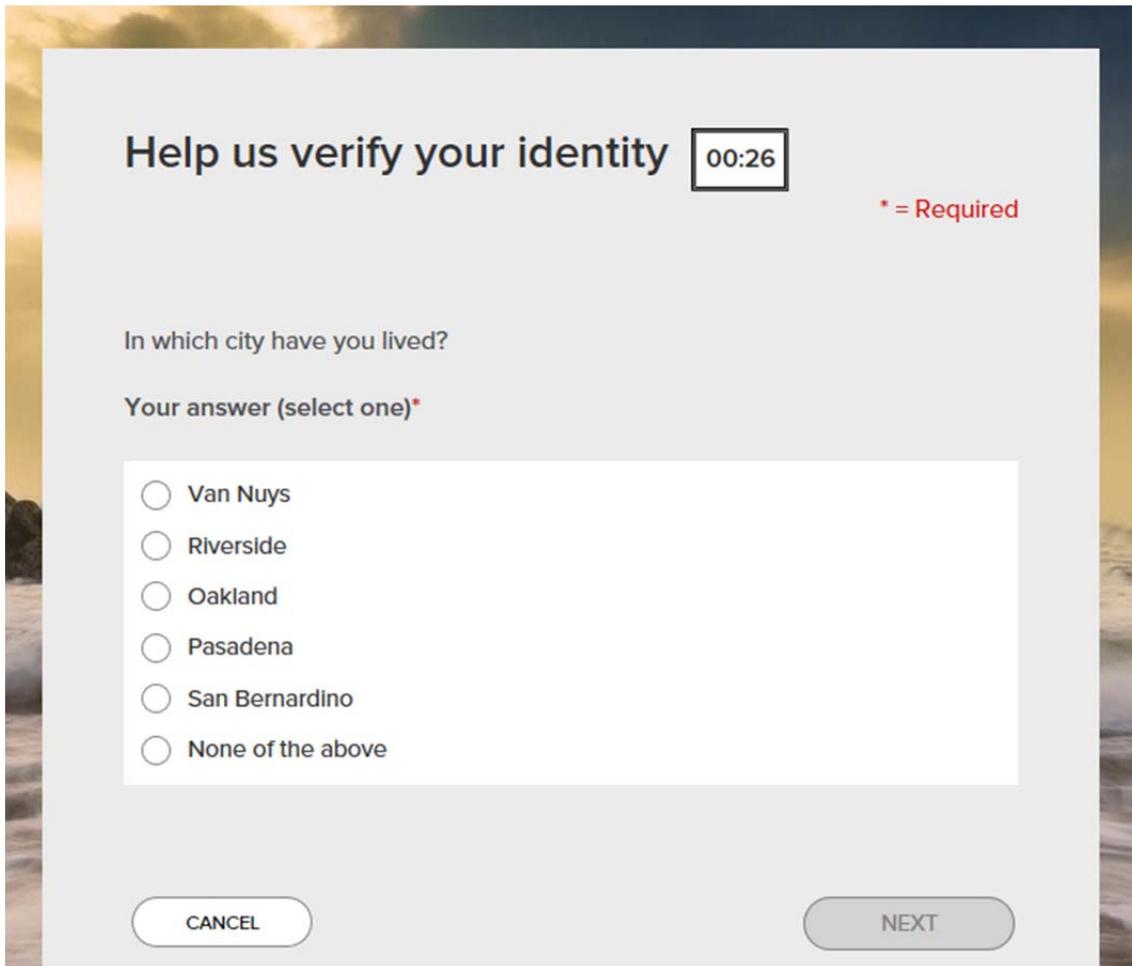
**choose this option**

To reduce the delay a code may incur in completing the registration process, the identity questions option will generate between two and four questions based on public record data.

## ADP – Employee Registration

---

You will have 30 seconds to respond to each question. This is an example question.



Help us verify your identity 00:26 \* = Required

In which city have you lived?

Your answer (select one)\*

- Van Nuys
- Riverside
- Oakland
- Pasadena
- San Bernardino
- None of the above

CANCEL NEXT

Notice in this example that the counter has already reached 26 seconds. Select **Next** once you have indicated your answer.

## ADP – Employee Registration

### 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.

#### Enter your email address(es) \*

Primary email address (used for notifications) \*

Business  Personal

Secondary email address

Business  Personal

#### And at least one phone number \*

Primary mobile phone number (recommended)

Business  Personal

Landline number

Business  Personal

It's OK to text me about my account 

You may encounter the contact information box again. You'll need to provide at least one unique email address and one unique phone number.

# ADP – Employee Registration



View your user ID and create a password

User ID\*  **Note your user ID, it is not case sensitive**

Password (case sensitive)\*  Very strong  Show password

Passwords must be 8 - 64 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

Question 1\*

Your answer (not case-sensitive)\*

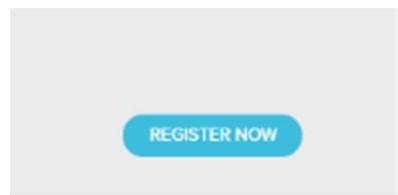
Question 2\*

Your answer (not case-sensitive)\*

Question 3\*

Your answer (not case-sensitive)\*

Once all the required fields have been completed and pass the validation tests, the Register Now button will light up on the right.



# ADP – Employee Registration

**ADP**

✓ Congratulations! Your registration is complete!

Your account

Your user ID: J [redacted] @MCAZ

Your available ADP services:

- ADP TOTALPAYCARD WEBSITE
- SELF SERVICE
- IPAYSTATEMENTS
- SPENDING ACCOUNTS
- SPENDING ACCOUNT MOBILE ACCESS

**You do not need to complete this process.**

Add ADP Services

One or more ADP services require some information before you can use them.

» Enterprise eTIME

PROVIDE YOUR INFORMATION

Activate your email

⚠ Activate your email address within 24 hours by responding to the message sent to you:

✉ [redacted]@mail.maricopa.gov

ADP Mobile Solutions

All of the conveniences of your office. Anytime. Anywhere.

Call For More Information: 1-800-CALL-ADP (225-5237)

Download the free app or log in from your mobile browser:

Available on the App Store

ANDROID APP ON Google play

mobile.adp.com

SEE ADP MOBILE SOLUTIONS ELIGIBILITY REQUIREMENTS AND SUPPORTED DEVICES.

Close the browser window. You have completed the registration process, a confirmation email will be sent to the address you used in the process from SecurityServices\_NoReply@ADP.com.

You must activate your email address to receive important notifications from ADP or when you request a password reset. Once you completed that activation, you should see a message like this.

**ADP**

Your email address has been activated.

It is now registered with your ADP service account, and you may receive important notifications from your organization or ADP. For example, if you forget your login information, ADP can send your user ID and password. ADP will also alert you if we suspect your account has been compromised.

Again, you can close the browser window and you have finished all processes for registration.

# ADP – Employee Registration

Here's an example of the emails you may receive below.

