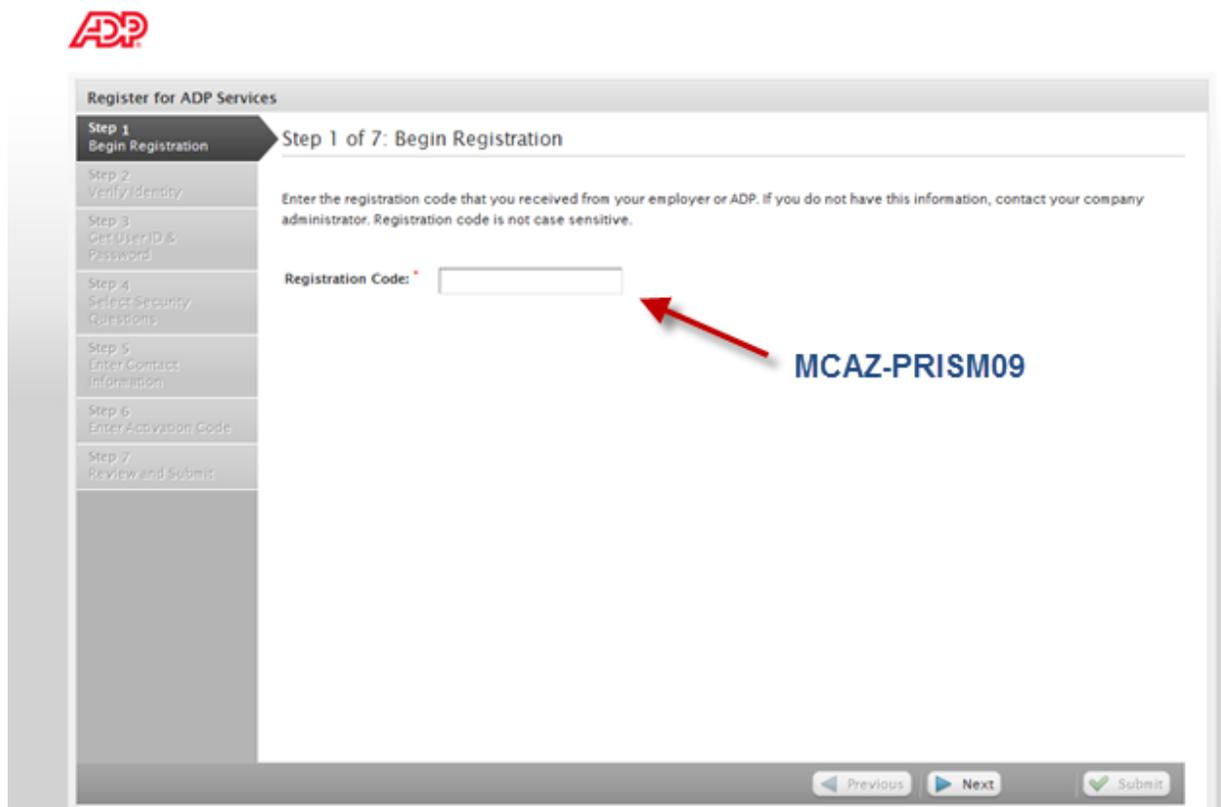
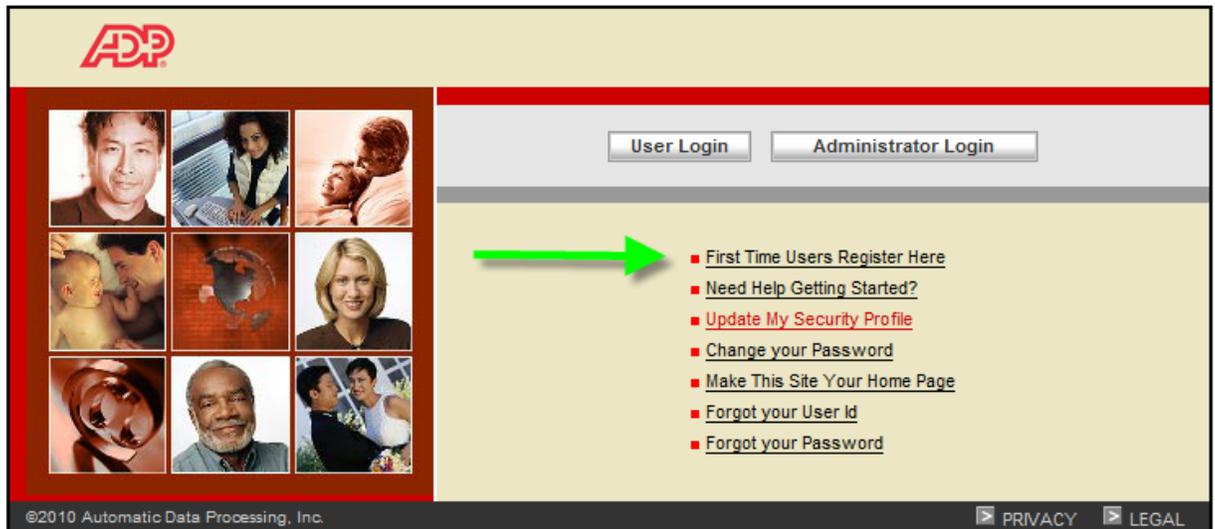


# ADP Employee Registration

Use this link to start the registration process: <https://portal.adp.com>



# ADP Employee Registration

**maricopa.gov**  
Arizona

**Register for ADP Services**

Step 1: Begin Registration ✓  
Step 2: **Verify Identity**  
Step 3: Get User ID & Password  
Step 4: Select Security Questions  
Step 5: Enter Contact Information  
Step 6: Enter Activation Code  
Step 7: Review and Submit

### Step 2 of 7: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.

**Company Name:** Maricopa County, Arizona (Not your company? Re-enter your registration code.)

**Identity Type:** Full SSN

**First Name:**

**Last Name:**

**SSN or EIN or ITIN:**

**Confirm SSN or EIN or ITIN:**

You must use your name as it appears on your SSN card, should you receive an error, please contact the OET Customer Care Center at 602-506-HELP.

Previous Next Submit

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### Step 3 of 7: Get User ID & Password

Welcome, County Employee  
You will use this information to log in to your ADP service.

**Your User ID:** Employee@MCAZ

**Create Your Password**  
Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.  
It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

**Password:**  Password strength ?

**Confirm Password:**

Previous Next Submit

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### Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

**Security Questions and Answers\***

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

[Previous](#) [Next](#) [Submit](#)

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**Register for ADP Services**

Step 1: Begin Registration ✓  
Step 2: Verify Identity ✓  
Step 3: Get User ID & Password ✓  
Step 4: Select Security Questions ✓  
**Step 5: Enter Contact Information**  
Step 6: Enter Activation Code  
Step 7: Review and Submit

### Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID.

**Email Addresses\*** **Use for Notifications**

Select at least one email address to use for notifications.

Work Email:

Personal Email:

**Phone Numbers**

If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Office:  Ext:

Work Mobile:   I authorize ADP to send my login information to this phone at my request.

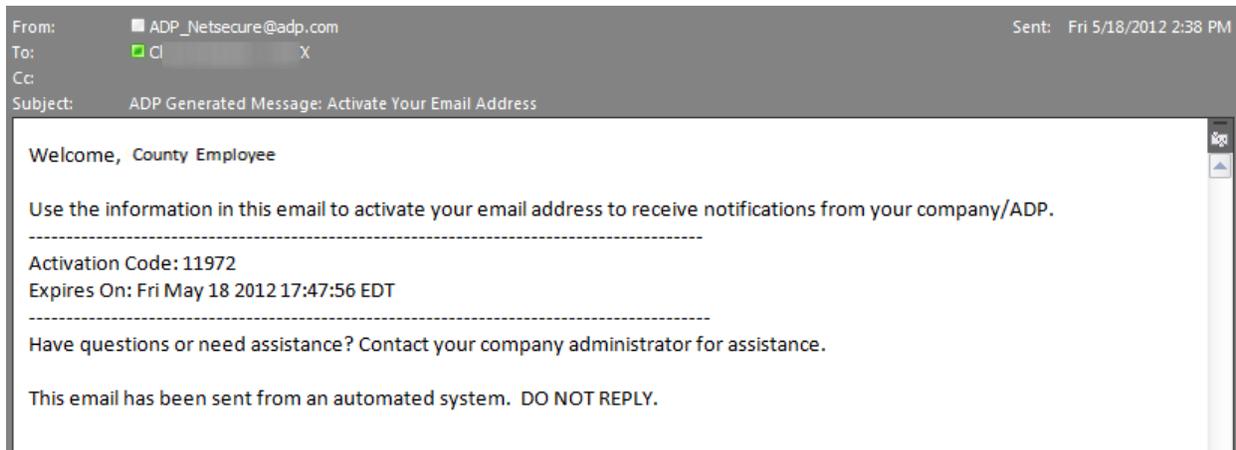
Personal Mobile:   I authorize ADP to send my login information to this phone at my request.

[Previous](#) [Next](#) [Submit](#)

# ADP Employee Registration

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If eMail was selected for notification an email will be sent similar to this example:



If a Mobile phone was also selected for notification a TEXT message will be sent to the mobile phone, it will be similar to this example (appearance varies based on mobile carrier). Standard text and data charges might apply based on your mobile carrier.

35842

Activate your phone to confirm it can be used to reach you. Enter code: 76008. Do Not Reply.

May 16, 10:20 AM

# ADP Employee Registration

**maricopa.gov**  
Arizona

### Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password ✓
- Step 4: Select Security Questions ✓
- Step 5: Enter Contact Information ✓
- Step 6: Enter Activation Code**
- Step 7: Review and Submit

#### Step 6 of 7: Enter Activation Code

An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you.

Note: If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate at your earliest convenience.

**Employee @mail.maricopa.gov**  
Activation Code:

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

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Arizona

### Register for ADP Services

- Step 1: Begin Registration ✓
- Step 2: Verify Identity ✓
- Step 3: Get User ID & Password ✓
- Step 4: Select Security Questions ✓
- Step 5: Enter Contact Information ✓
- Step 6: Enter Activation Code ✓
- Step 7: Review and Submit**

#### Step 7 of 7: Review and Submit

Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID: **CEmployee @MCAZ**

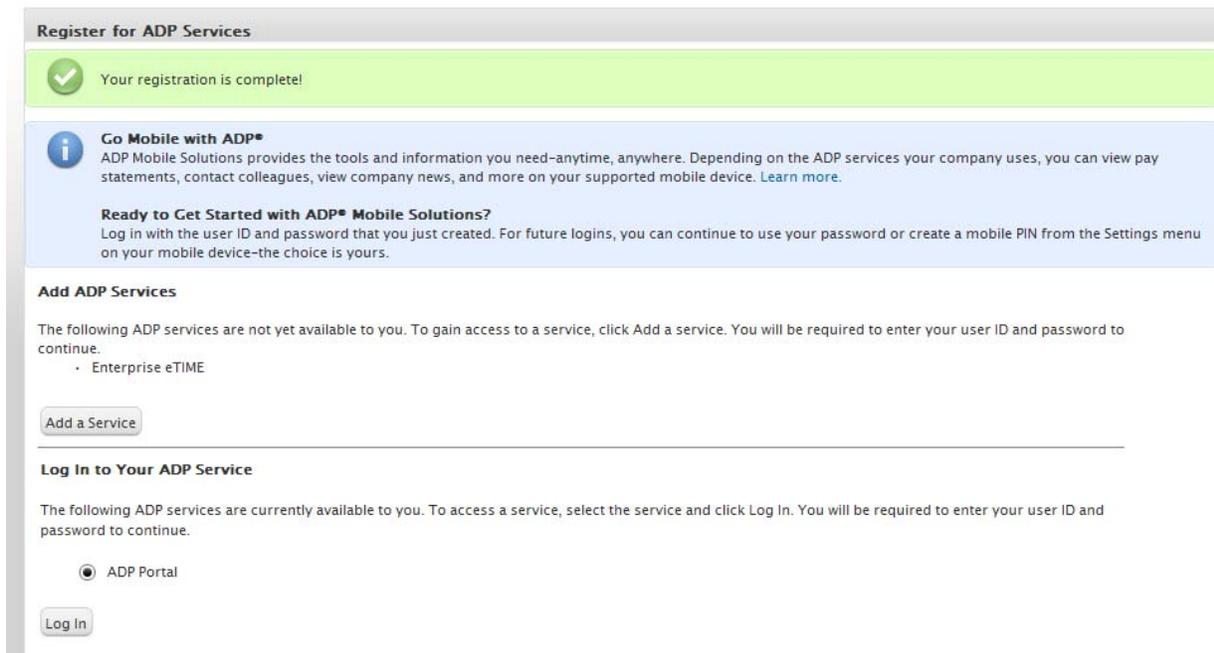
#### Security Questions and Answers

Question 1:	What was the name of your first pet?
Answer 1:	p
Question 2:	What was the first concert you attended?
Answer 2:	a
Question 3:	What was the first foreign country you visited?
Answer 3:	m

#### Contact Information

Work Email:	CEmployee @mail.maricopa.gov	Notification Activated
Personal Mobile:	6025555555	Text Messaging Activated

# ADP Employee Registration



**Register for ADP Services**

 Your registration is complete!

**Go Mobile with ADP®**  
ADP Mobile Solutions provides the tools and information you need—anytime, anywhere. Depending on the ADP services your company uses, you can view pay statements, contact colleagues, view company news, and more on your supported mobile device. [Learn more.](#)

**Ready to Get Started with ADP® Mobile Solutions?**  
Log in with the user ID and password that you just created. For future logins, you can continue to use your password or create a mobile PIN from the Settings menu on your mobile device—the choice is yours.

**Add ADP Services**

The following ADP services are not yet available to you. To gain access to a service, click Add a service. You will be required to enter your user ID and password to continue.

- Enterprise eTIME

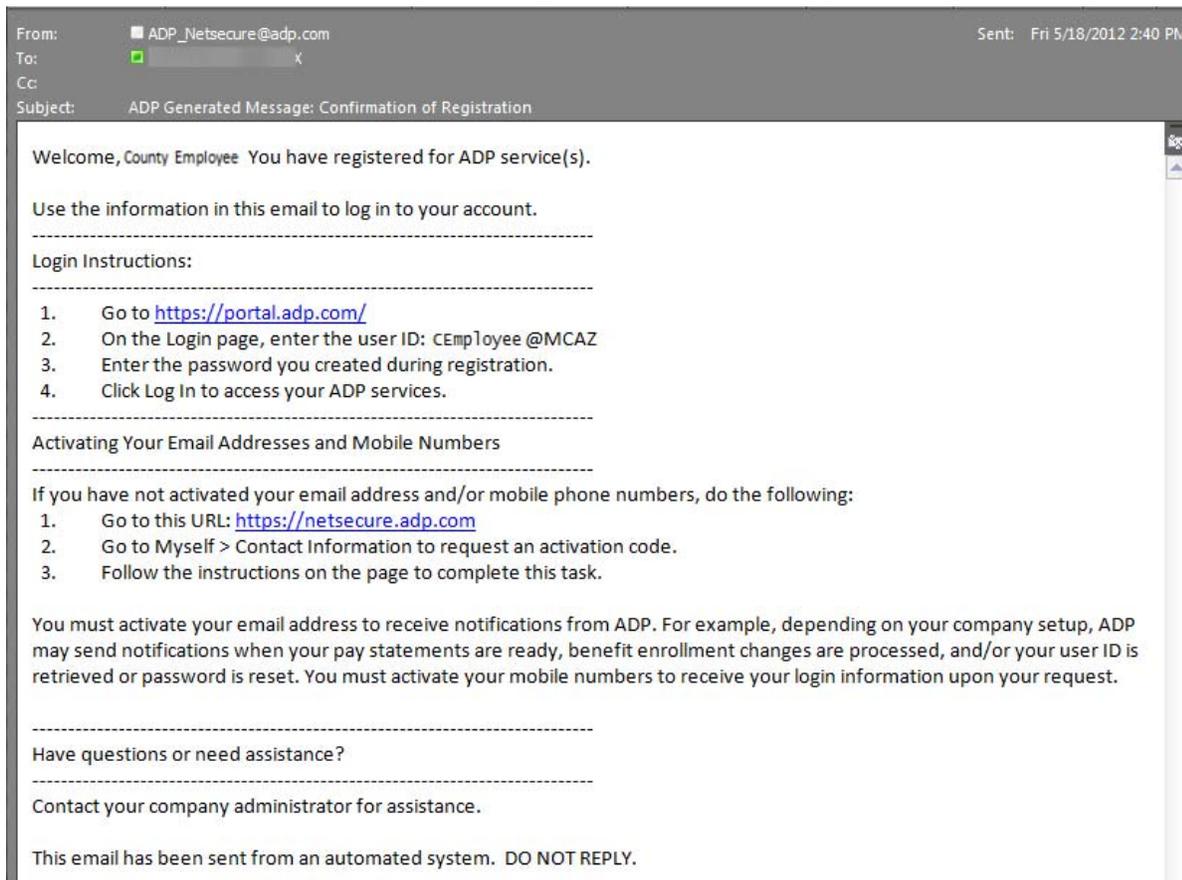
**Log In to Your ADP Service**

The following ADP services are currently available to you. To access a service, select the service and click Log In. You will be required to enter your user ID and password to continue.

- ADP Portal

Close the browser window. You have completed the process.

A confirmation email will be sent once the registration has been completed.



From:  ADP\_Netsecure@adp.com Sent: Fri 5/18/2012 2:40 PM

To:  X

Cc:

Subject: ADP Generated Message: Confirmation of Registration

Welcome, County Employee You have registered for ADP service(s).

Use the information in this email to log in to your account.

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**Login Instructions:**

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1. Go to <https://portal.adp.com/>
2. On the Login page, enter the user ID: CEmployee@MCAZ
3. Enter the password you created during registration.
4. Click Log In to access your ADP services.

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**Activating Your Email Addresses and Mobile Numbers**

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If you have not activated your email address and/or mobile phone numbers, do the following:

1. Go to this URL: <https://netsecure.adp.com>
2. Go to Myself > Contact Information to request an activation code.
3. Follow the instructions on the page to complete this task.

You must activate your email address to receive notifications from ADP. For example, depending on your company setup, ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or your user ID is retrieved or password is reset. You must activate your mobile numbers to receive your login information upon your request.

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Have questions or need assistance?

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Contact your company administrator for assistance.

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This email has been sent from an automated system. DO NOT REPLY.