# IPAY Self Service Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (for example acme-abc1 or 9A7B632F) and the URL of your ADP service web site. Be sure to keep them handy.

On your ADP service web site, click the link to register for ADP services. Complete the following steps:

Website: https://portal.adp.com



## Before you register, help us find you in our records.

**Registration code***    ACMEJM–ACMEJM    Go

What is this?

**Enter ASC Registration code: Call Payroll for code 607-753-4629**

# ADP

## Before you register, help us find you in our records.

Registration code*   ACMEJM–ACMEJM     Start over

What is this?

<Name of Your Organization>

First name*   John

Last name*   Smith

**Select either Employee ID or SSN/EIN/ITIN***

- ● Employee ID     1234

- ○ SSN, EIN, or ITIN

  Type it again

Birth month and day*     March  ▼  /  21  ▼

Confirm

> If this is not your organization, click Start over

> The options available on this page might vary based on your organization's setup.

# Before you register, help us find you in our records.

**Registration code\*** | ACMEJM–ACMEJM | Start over

What is this?

ACME

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**First name\*** | John

**Last name\*** | Smith

**Select either Employee ID or SSN/EIN/ITIN\***

⦿ **Employee ID** | 1234

◯ **SSN, EIN, or ITIN** |

**Type it again** |

**Birth month and day\*** | March ▼ / 21 ▼

Confirm

> If your name is not being retrieved, contact your organization's administrator for assistance.

**We found you!** ⊗

We have found John Smith in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance.

Cancel | Register now

## Register for ADP Services

**Enter your contact information**  How will this be used by ADP?

| | | |
|---|---|---|
| **Email address*** | john.smith@testcompany.com | ● **Work**  ○ **Personal** |
| **Mobile phone number** | United States ▼  |  555-555-5555  ○ Work  ● **Personal** |

☑ I authorize ADP to send me text messages regarding my account at the number I have provided, according to  ADP's Text Messaging Terms and Conditions.

> Notifications from your organization or ADP will be sent to this email/mobile phone. You may also use this information to retrieve your forgotten user ID or password.

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**View your user ID and create a password**

**User ID***      JSmith@ACMEJM

**Password***      · · · · · · · · ·          Password Strength: Good

> Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

**Confirm password***      · · · · · · · · ·

> Create a strong password to protect your account. Passwords are case-sensitive.
>
> Your user ID and security answers are not case-sensitive.

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**In case you forget your user ID or password**

**Question 1***      In what city was your father born? (Enter full name of city only) ▼

**Your answer***      Madrid

**Question 2***      In what city was your mother born? (Enter full name of city only) ▼

**Your answer***      New York

**Question 3***      What was the name of your first pet? ▼

**Your answer***      Bubbles

> Enter answers that you will remember later. If you ever forget your user ID or password, you will be required to respond with the exact answers to confirm that you are the rightful owner of the account.

→ **Register now**

**ADP**

## Your registration for ADP services is complete!

### Things to do for your account

➡️ **Activate your email and mobile phone**
ADP has sent you a confirmation message to

john.smith@testcompany.com and 555-555-5555.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization's administrator for assistance.

✔️ **Your user ID:** Jsmith@testcompany

✔️ **Your available ADP services**

[ Self Service ]

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Your registration is complete. You can use your user ID and password to access your ADP service.

- You must activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.

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# Activate Your Email Address

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.

# Activate Your Mobile Phone

If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender "90206"; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.