



Metropolitan
Transit
System

How to Register for MyADP - ADP Vantage

1. Go to myadp.com
2. Select **Get Started**

A screenshot of the ADP "Sign in to ADP" login page. The page has a white background with a red ADP logo at the top. Below the logo, the text "Sign in to ADP" is centered. There is a "User ID" label above a text input field. Below the input field is a checkbox labeled "Remember user ID" with a question mark icon. At the bottom left, there is a link "Forgot user ID?". At the bottom right, there is a "Next" button. A red rectangular box highlights the text "New user? Get started" at the bottom center of the page.

3. Click **I have a Registration Code**

A screenshot of the "Create Your Account" page. The page has a white background with a blue header bar containing a lock icon and the text "English (US)" with a dropdown arrow. The main heading is "Create Your Account". Below it, a paragraph states: "Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." Below this, it says "Please select an option to continue." There are two buttons: a blue "Find me" button and a white button with a blue border labeled "I have a registration code". A red rectangular box highlights the "I have a registration code" button. At the bottom, there is a "Back" link with a left arrow.

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for multiple cities in San Diego County.





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4. Enter the Registration Code:
SDMTS1-register

5. Click **Continue**

Enter Code Identity Info Contact Info Create Account

Create Your Account

Registration Code

SDMTS1-register

[How do I get a code?](#)

Continue

6. Enter the following fields:
- **First Name**
 - **Last Name**
 - **Employee ID***
 - **Last 4 Digits of SSN, EIN, or ITIN**
 - **Birth Month & Day**

*Do not enter a zero "0" before your Employee ID

7. Click **Continue**

Enter Code Identity Info Contact Info Create Account

Let's Get Started

First, we'll need some information to create your account with **San Diego Metropolitan Transit System**

First Name * ⓘ

Last Name * ⓘ

Employee ID *

Last 4 Digits of SSN, EIN, or ITIN * ⓘ

Birth Month and Day *

Month Day

Continue





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8. Use the dropdown menu to indicate the type of email address and phone number you are entering
9. Enter your most frequently used email address and phone number
10. Select **YES** or **NO** if you would like to receive text messages regarding your ADP account
11. Use the dropdown menu to indicate the type of email address and phone number you are entering
12. Enter your backup email and phone number
13. Select **YES** or **NO** if you would like to receive text messages regarding your ADP account
14. You may also add additional contact information by selecting **Add New Phone**
15. Click **Continue** when you are done entering your personal information

A screenshot of the MTS account creation form. The form is titled "Help Us Protect Your Account" and has a progress bar at the top with four steps: "Enter Code", "Identity Info", "Contact Info", and "Create Account". The "Contact Info" step is currently active. The form is divided into two sections: "Primary Contact Information" and "Backup Contact Information". Each section has a dropdown menu for "Email" and a text input field for the email address. Below the email field is a dropdown menu for "Phone" and a text input field for the phone number. The "Primary Contact Information" section has a red box around it. The "Backup Contact Information" section also has a red box around it. At the bottom of the form, there is a blue button labeled "Continue" and a red button labeled "Add new phone".



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16. Verify your contact information by sending a code to your email or mobile.
 - *If you need to make changes, click Edit Contact Information at the bottom of the screen*

17. Enter a User ID
18. Enter a Password and Confirm Password
 - *Ensure your password is not easy to guess*
19. Review the Employee Access Terms and Conditions and **check the box** that says "I have read and agree to the Employee Access Terms and Conditions"
20. Click **Create Your Account**





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21. Select 3 security questions and answers for the questions.
 - *These questions will be used to verify your identity if you forget your User ID and/or password*

22. Click **Continue**

23. Log into your account by clicking **MyADP** and enter your new credentials

Enter Code Identity Info Contact Info Create Account

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.

Question 1*

Please Select

Answer 1

Question 2*

Please Select

Answer 2

Question 3*

Please Select

Answer 3

Continue

✓

Account Created! Please Sign In.

User ID: ElsaFrozen

You can now sign into access and manage your accounts.

MyADP

ADP Talent Management Solution

ADP Vantage HCM

ADP Recruiting

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

✉ elsa.frozen@sdmts.com

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store GET IT ON Google Play

