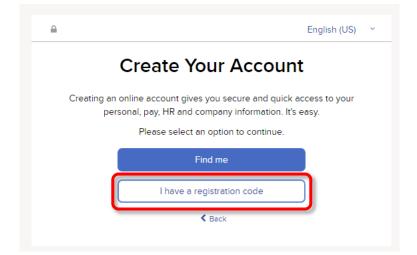


How to Register for MyADP - ADP Vantage

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



3. Click <u>I have a Registration</u> <u>Code</u>







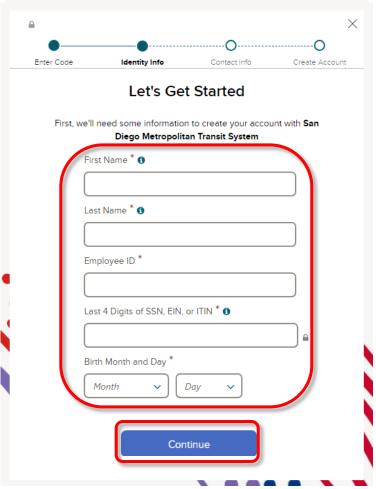
- 4. Enter the Registration Code: SDMTS1-register
- 5. Click Continue

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

*Do <u>not</u> enter a zero "0" before your Employee ID

7. Click **Continue**

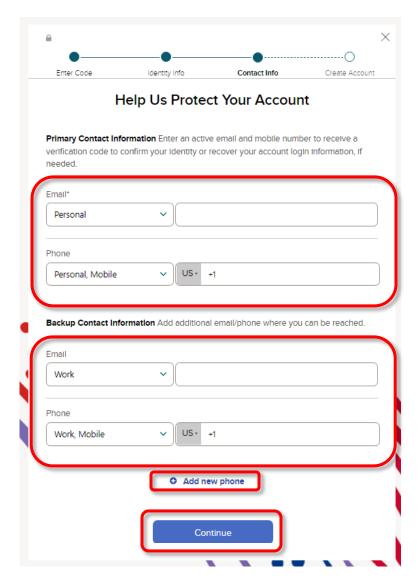








- Use the dropdown menu to indicate the type of email address and phone number you are entering
- Enter your most frequently used email address and phone number
- Select <u>YES</u> or <u>NO</u> if you would like to receive text messages regarding your ADP account
- 11. Use the dropdown menu to indicate the type of email address and phone number you are entering
- 12. Enter your backup email and phone number
- 13. Select <u>YES</u> or <u>NO</u> 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







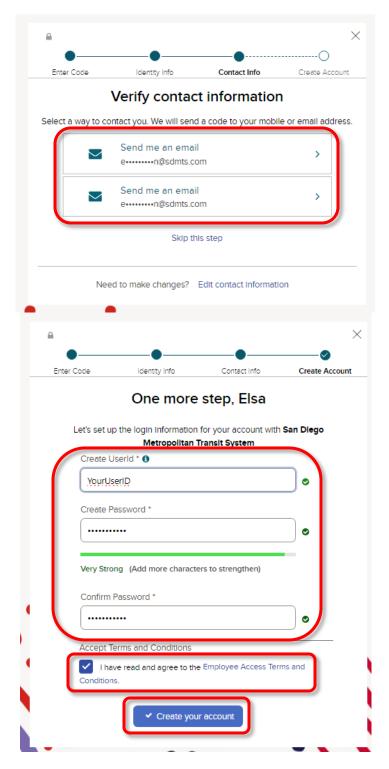






- 16. Verify your contact information by sending a code to your email or mobile.
- If you need to make changes, click Edit Contact Information at the bottom of the screen

- 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











- 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

