



Registering for MyADP

STEP 1

- Go to <https://my.adp.com> or download the ADP Mobile Solutions App from the Apple App Store or Google Play



ADP Mobile Solutions 4+
HR for Employees & Managers
ADP, Inc
#11 in Business
4.7 • 1.2M Ratings
Free

- Select “CREATE ACCOUNT”
- Select “I HAVE A REGISTRATION CODE”

Log in to ADP

User ID

Remember My User ID ?

NEXT

FORGOT YOUR USER ID?

New user? [CREATE ACCOUNT](#)

SECURE PAGE ENGLISH (US) ▼

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

BACK

STEP 2

- Enter the registration code: SDMTS1-register

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ?

CONTINUE

BACK



STEP 3

- Enter your “First name”, “Last name”, “Last 4 Digits of SSN, EIN or ITIN”, and “Birth month and day”
- Select “CONTINUE”

SECURE PAGE

Enter Code **Identity Info** Contact Info Create Account

Let's get started

First, we'll need your information so that we can create your account with **San Diego Metropolitan Transit System**

First name *

Last name *

Last 4 Digits of SSN, EIN, or ITIN *

Birth month and day *
Month Day

CONTINUE

A horizontal progress bar with four circular markers. The first two markers are filled (dark blue) and aligned under the 'Identity Info' and 'Contact Info' labels. The third and fourth markers are unfilled (light blue) and aligned under 'Contact Info' and 'Create Account' labels. A small lock icon is positioned to the right of the 'Create Account' label.

Step 4

- Enter the contact details that you most frequently use as your Primary Contact Information.
- Use the dropdown menus to indicate the type of email address / phone number you are entering.
- Enter your most frequently used email address and phone number.
- Select “YES” or “NO” if you would like to receive text messages regarding your ADP account.

SECURE PAGE

Enter Code **Identity Info** **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Phone*

It's OK to text me about my account Yes No

A horizontal progress bar with four circular markers. All four markers are filled (dark blue) and aligned under the 'Identity Info', 'Contact Info', and 'Create Account' labels. A small lock icon is positioned to the right of the 'Create Account' label.



Step 5

- Enter a “User ID”
- Enter a “Password” and “Confirm password”
- Ensure your password is not easy to guess.
- 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.”
- Select “CREATE YOUR ACCOUNT”.

SECURE PAGE X

Enter Code Identity Info Contact Info Create Account

One more step,

Let's set up the login information for your account with **San Diego Metropolitan Transit System**

User ID *

Password (case sensitive) *

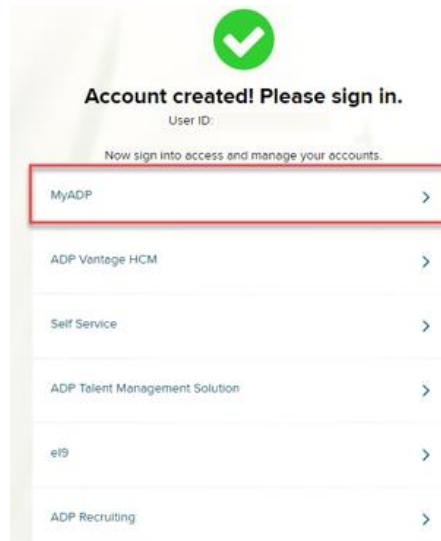
Confirm password (case sensitive) *

Accept Terms and Conditions I have read and agree to the Employee Access Terms and Conditions.

✓ CREATE YOUR ACCOUNT

Step 6

- Your account has been created!
- Select “MyADP”





Step 7

- Enter your “User ID” and click “NEXT”.
- Enter your “Password” and click “SIGN IN”.

The image shows two side-by-side screenshots of the 'Log in to ADP' login page. Both screenshots feature a 'User ID' input field with a placeholder 'User ID' and a 'Remember My User ID' checkbox. The left screenshot shows a 'NEXT' button, while the right screenshot shows a 'SIGN IN' button. Both screenshots also include 'Forgot Your User ID?' and 'Forgot Your Password?' links at the bottom. At the very bottom of each screenshot, there is a 'New user? CREATE ACCOUNT' link.

Step 8

- Arrive at your MyADP Dashboard.

The image shows the MyADP Dashboard. The top navigation bar includes 'DASHBOARD', 'MYSELF' (selected), 'TEAM', a search icon, and a user profile icon. A 'MANAGE CONTENT' button is also present. The main content area is divided into several sections: 'Things To Do' (77 notifications, congratulations on completing tasks), 'Timecard' (SEP 20 - OCT 3, 0.00 HRS), 'Your Benefits' (view current benefits or change coverage), 'Schedule', 'Pay', and 'Time Off'. A sidebar on the left contains icons for Home, Pay, Schedule, Benefits, and Settings.