

ADP Employee/Associate Registration Quick Reference Card



Welcome! Register an account with ADP to access the services offered by your organization.

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

Registering with a registration code from your organization

1. On the My.ADP.com website, click the link to **Get Started**.
2. Select **I have a registration code**.
3. Enter the **Registration** code shared by your administrator. **MAINEDU-UMQ1**
4. Enter your identity information, such as **First name, Last name, Year of W-2, Control number - Employee ID, Control number – company code 7ih, *Employee's Zip Code, and Employee's SSA number**.
5. Based on the information requested during this process, you may be required to verify your identity by entering a US mobile phone #
6. Add your primary contact information – a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.

Note: Users providing a unique email address and a unique phone number will not be required to set up security questions and answers.

International Employees ADP access:

For international employees with no US phone numbers, please begin the registration process and when you receive the “We Found You” message.....You will need to reach out to us so we can provide you with a Personal Registration Code. Once you receive that code, you will need to start the registration process again and enter that code in lieu of the registration code from step 3 above. This will bypass the mobile phone validation step, as you will not be able to use your international phone numbers for validation.

***For ADP Registration purposes we will use zip code 04401 for those individuals with no valid/ international zip codes so they will be able to be verified and get their account set up.**

7. Set up your user ID and password to complete the registration process for your ADP service account.

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



If you forget your login information, use the Forgot User ID/Forgot Password link on your ADP service web site to complete a quick verification and recover your information.