

# Registration Quick Reference Card for Employees/Associates



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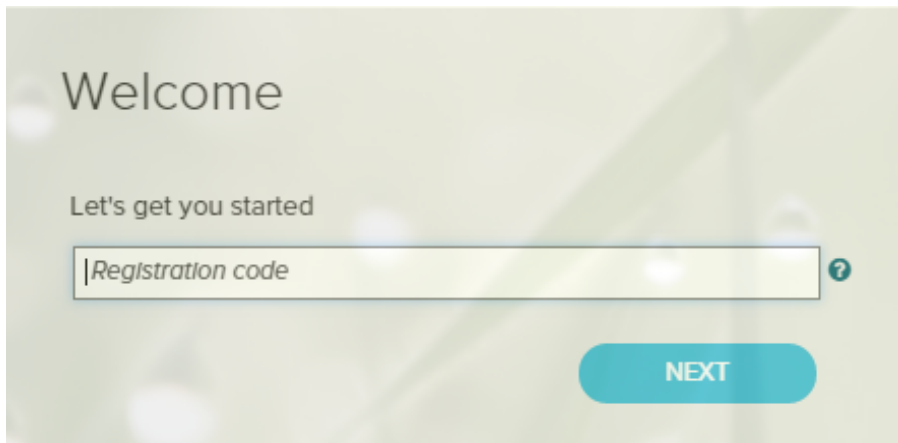
## Registration

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.

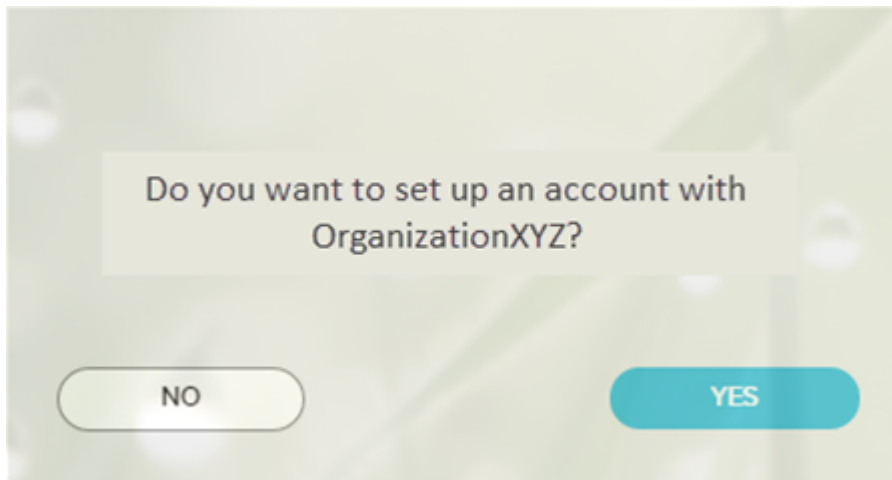
You will need your registration code: **semper-paystub**

and the ADP service web site <https://ipay.adp.com>

On your ADP service web site, click the link to register for ADP services.



Enter your registration code.



**If you do not recognize the name of your organization, select No and start over.**

Enter your information to help us find you in our records.

Help us find you

First name\*  Last name\*

And at least one of these \*

Employee ID

SSN, EIN, or ITIN

Birth month and day\*

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

Hello, John Doe

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization's administrator for assistance.

Click REGISTER NOW.

Complete the page and click REGISTER NOW.

### Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address\*   Business  Personal

Mobile phone number    Business  Personal

I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS](#).

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### View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID\*

Password (case sensitive)\*  Good  Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)\*   Show password

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

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### Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1\*

Question 2\*

Question 3\*

[REGISTER NOW](#)

✔ Congratulations! Your registration is complete!

### Your account

👤 Your user ID: Jdoe@organizationxyz

📁 Your available ADP services:

SELF SERVICE

### Activate your email / phone

⚠️ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉️ John.doe@organizationxyz.com

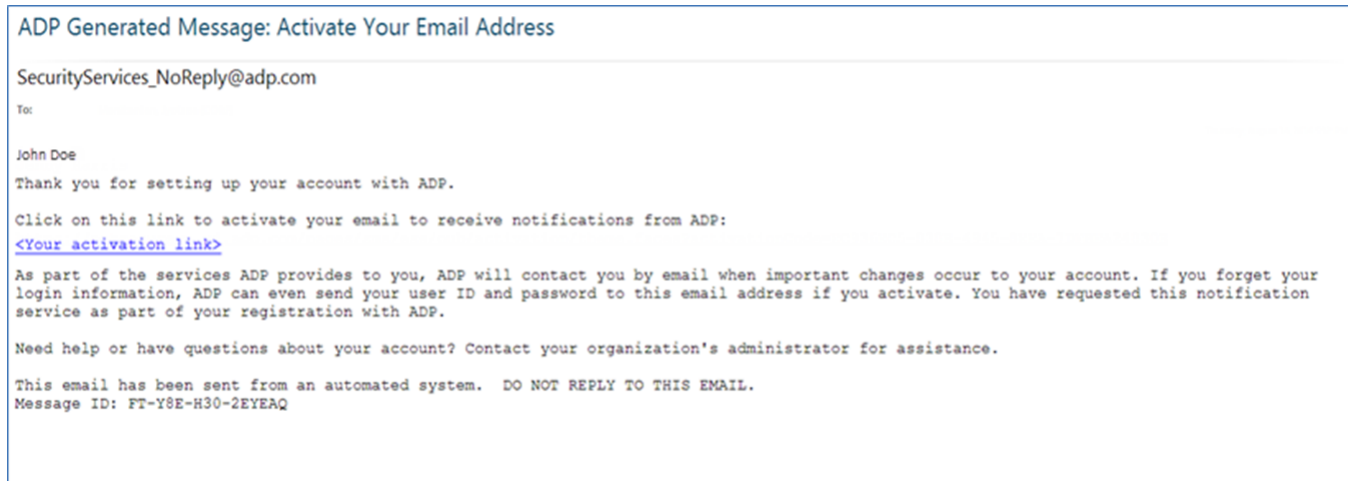
☎️ +1 555-555-5555

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

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

## Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService\_NoReply@ADP.com to complete the activation.



## Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, 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.

