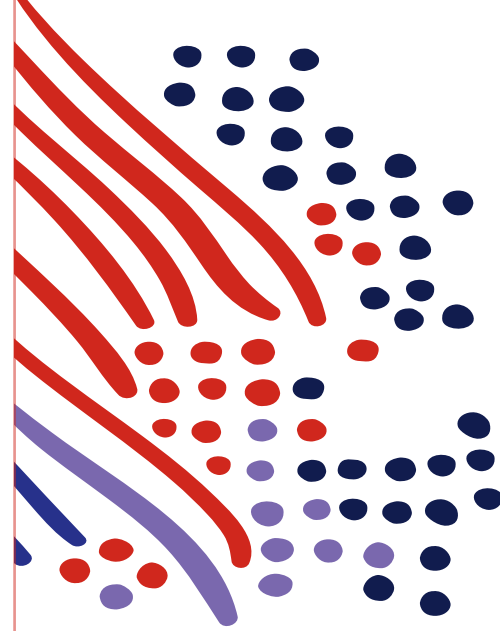


# ADP One-time Registration Guide

## Step by Step Instructions to Access Employee W2

<https://my.adp.com>



1. Click on *Create Account* link

Sign in to ADP

User ID

Remember User ID ⓘ

Next

Forgot your user ID?

New user? + Create account

Establish an ADP user id/password first by clicking on the "Create Account" link

2. Select *"I have a registration code"*

Create Your Account

Creating an 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

3. Enter Registration Code: *pu.edu-W2*

Enter Registration Code

Registration Code ⓘ

Continue

Back

4. Complete all fields to *Validate Identity*

Let's Get Started

First, we'll need some information to create your account with Princeton University

First Name \* ⓘ

Last Name \* ⓘ

Employee ID \*

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

Birth Month, Day, and Year \*

Month Day Year

Continue

## 5. Provide Email & Phone Contact Information

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\*

Work

Phone\*

Personal, Mobile US +1

[+ ADD BACKUP CONTACT INFORMATION](#)

CONTINUE

## 6. *Optional:* Add Backup Contact Information

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\*

Work

Phone\*

Personal, Mobile US +1

**Backup Contact Information** Add additional email/phone where you can be reached.

Email

Personal

Phone

Work, Mobile US +1

[+ ADD NEW PHONE](#)

CONTINUE

Users will have the option to provide multiple communication channels during this step. The more information provided here, the more options the users will have during the self-service forgot "[userID and/or password] process. Contact information can also be updated by the user after they complete this process and login to the myADP website.

## 7. Receive system generated UserID and create password

SECURE PAGE

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

### One more step, [redacted]!

Let's set up the login information for your account with [redacted]

Your Userid: [redacted]

Create Password \*

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password \*

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

**CREATE YOUR ACCOUNT**

Users may be required to provide security questions/answers as one potential option to go through the forgot [userID and/or password] flow in the future, if needed.

SECURE PAGE

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

Question 2\*

Please Select

Question 3\*

Please Select

**CONTINUE**

Question 1\*

Please Select

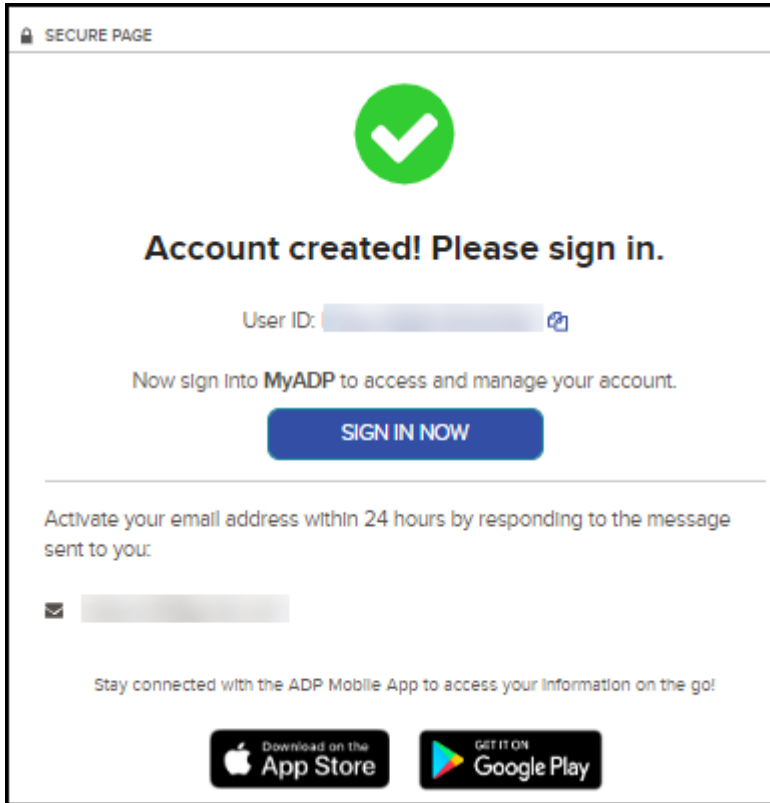
What was your childhood nickname that most people do not know?

What was the first and last name of your first manager?

In what city was your mother born? (Enter full name of city only)

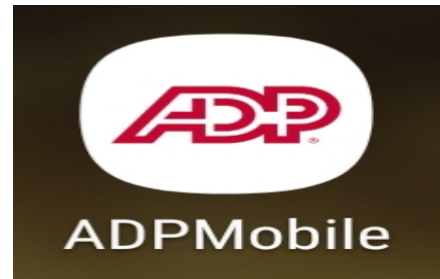
What was the first and last name of your first girlfriend/boyfriend?

## 8. Confirmation Page - Account created



Confirmation message will display and employee will receive instructions to activate their communication channels (email or mobile #) that were setup by the employee.

## 9. *Optional:* Downloaded ADP Mobile App

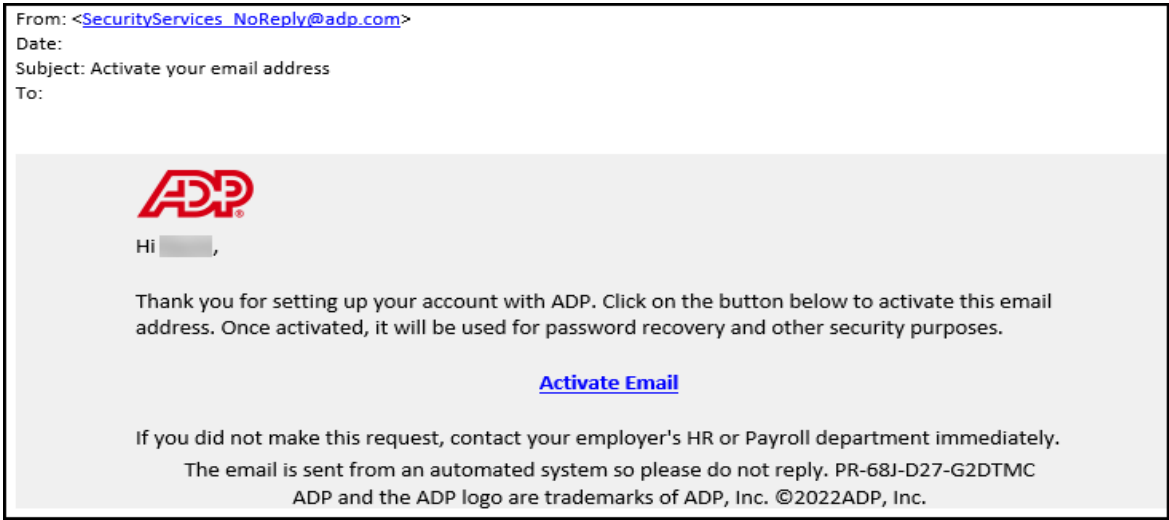


## 10. Activation Process - Email

Recommended, but not required today

### 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.



## 11. Activation Process - Mobile Phone, if applicable

### 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.

**Note:** In some countries, your activation process will differ; so, follow the instructions in the text message to activate your mobile number.



## 12. Confirmation Email

