ADP One-time Registration Guide
Step by Step Instructions to Access Employee W2

https://my.adp.com
1. Click on *Create Account* link

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

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

4. Complete all fields to *Validate Identity*
5. Provide Email & Phone Contact Information

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.

6. Optional: Add Backup Contact Information
7. Receive system generated UserID and create password

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.
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.

From: <SecurityServices_NoReply@adp.com>
Date: 
Subject: Activate your email address
To: 

Hello,

Thank you for setting up your account with ADP. Click on the button below to activate this email address. Once activated, it will be used for password recovery and other security purposes.

Activate Email

If you did not make this request, contact your employer’s HR or Payroll department immediately.

The email is sent from an automated system so please do not reply. PR-661-027-G2DTMC

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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

Hi

Your ADP account and services are set up and ready to use. Access your services as well as manage your account using your User ID.

More ID

To access an ADP service, select from the list below and log in.

More

Contact your employer’s HR or Payroll department for assistance.

The email is sent from an automated system so please do not reply. PR-661-027-G2DTMC

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