Registration Quick Reference Card for Employees/Associates

ADP
A more human resource.®

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

Using an Organizational Registration Code

① On your ADP service website https://my.adp.com/static/redbox/ , Register Now, enter the registration code mrcifms-01.

Create your account

Registration code

[   ]

HOW DO I GET A CODE?

NEXT

✕ CANCEL

② Enter your personal identity information.

Identify yourself ❓

First name*
[   ]

Last name*
[   ]

Employee ID*
[   ]

Birth month, day, and year*
[Month ▾] [Day ▾] [Year ▾]

[ ] I'm not a robot
reCAPTCHA
Privacy - Terms

CONFIRM

3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.
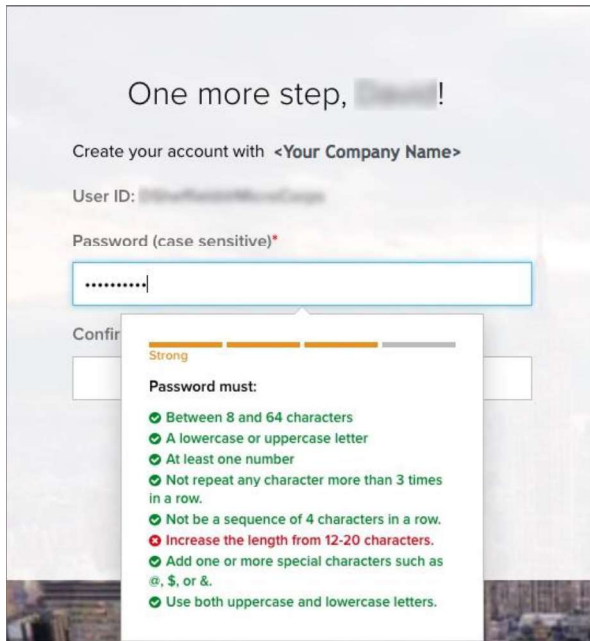
⑤ Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

Click Create Your Account to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s) at https://my.adp.com/static/redbox/
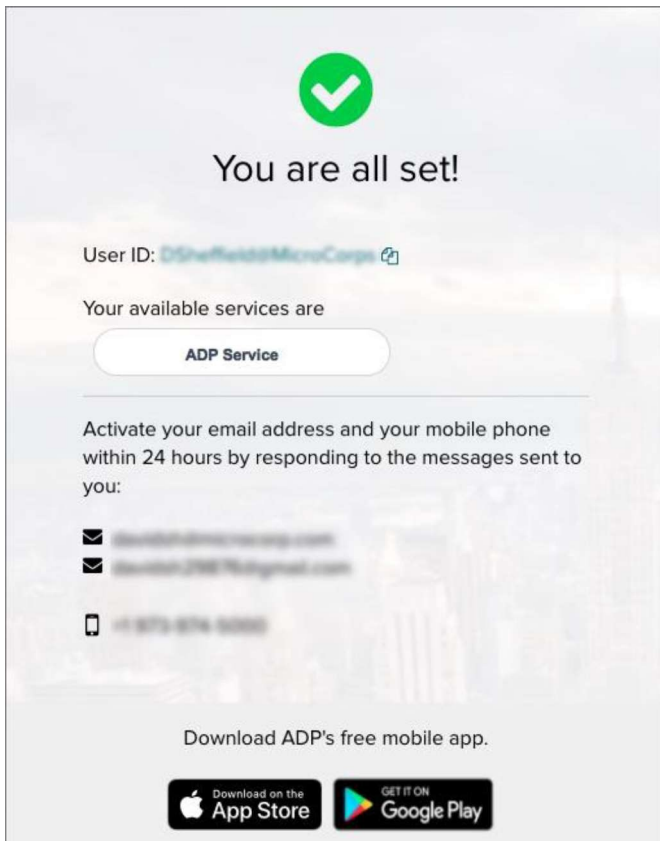
Activate Your Email Address

During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Activate Your Mobile Phone

During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

Forgot Your User ID/Password?

If you forget your login information, you can use the "Forgot Your User ID/Password?" link on your ADP service login page.

1 Enter your first name and last name exactly as they exist in your organization's records. You will also be asked to enter an email address and/or mobile phone number associated with your account. See this step.

Upon successful verification of the information that you entered, your user ID will be displayed.

2 To reset your password, select the "I don't know my password" option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

  If your email address or mobile phone number is unique within your organization, and you have access to it. See Option 1.

Upon successful verification of your response, you will be prompted to enter and confirm your new password. See this step.

Please distribute by email