

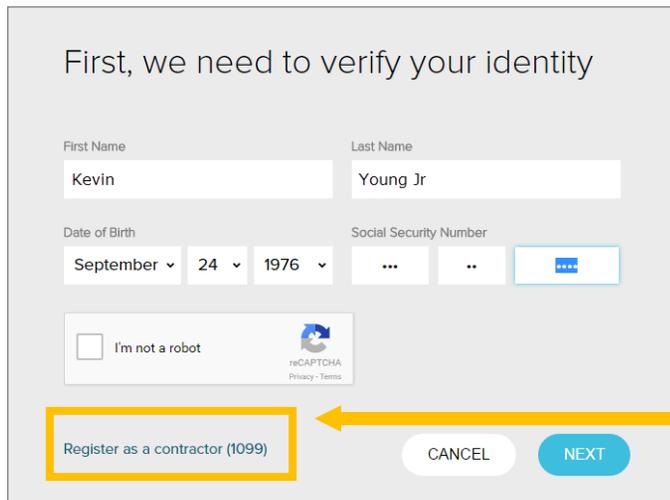
Quick Registration for Employee Access®

View up to 3 years of pay statements and tax statements online at your convenience, safely and securely. Additional features are available depending what's offered by your company.

Important: Your employer must have a valid email address on file for you before you can register. It can't be an email that you used for Employee Access with another company using ADP®.

1 Go to myaccess.adp.com and click **Register Now**

2 If you will receive a **W-2**, complete the fields on this form and click **Next**:



First, we need to verify your identity

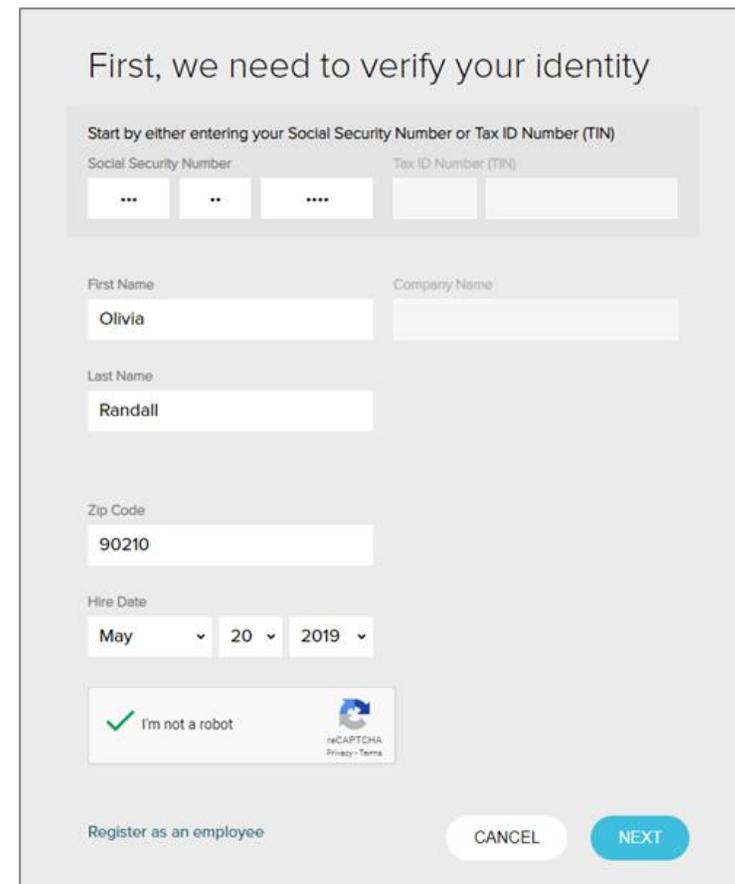
First Name: Kevin, Last Name: Young Jr

Date of Birth: September 24, 1976, Social Security Number: [redacted]

I'm not a robot

Register as a contractor (1099) | CANCEL | NEXT

If you will receive a **1099**, click Register as a contractor (1099), then complete the fields on this form and click **Next**.



First, we need to verify your identity

Start by either entering your Social Security Number or Tax ID Number (TIN)

Social Security Number: [redacted], Tax ID Number (TIN): [redacted]

First Name: Olivia, Company Name: [redacted]

Last Name: Randall

Zip Code: 90210

Hire Date: May 20, 2019

I'm not a robot

Register as an employee | CANCEL | NEXT

Tips

- If you have trouble registering, verify your name, SSN, and birthday with your employer.
- Don't include a middle initial.
- If your legal name includes a suffix, enter it after your last name with a space before it, but no commas or periods.

Quick Registration for Employee Access®

3 Request your Personal Registration Code

Personal Registration Code

A personal registration code is required to continue.
Click SEND CODE to have your personal registration code sent to the email address below.

k*****g@adp.com

SEND CODE

If you do not have access to the email address above, please ask the person responsible for payroll at your company to update your email address. Then, you can begin the registration process again.

CANCEL

Click **Send Code**, and then check your email.

4 Enter the code from your email

Almost there!

Hi Kevin Young,

Thank you for requesting a registration code to finish s

Here is your personal registration code: **ge4hk9nm**

Note: This personal registration code is valid for 5 days, you will be prompted to request a new one.

If you're in the middle of registration, you should be ab

Need to start the process over? Simply navigate to [myA](#)

If you have questions, please contact your employer.

Personal Registration Code

Enter your personal registration code here:

.....

[Checked everywhere and still can't find it?](#)

CANCEL NEXT

5 Complete your registration

Create your **user ID** and **password**.

Choose **security questions and answers**.

Indicate that you have read and agree to the **terms and conditions**.

Next, complete your registration

Create User ID (at least 8 characters) Email

KevinYoung@email.com

Create Password Retype password

Security question 1

Answer to Question 1

Answer to Question 3

I have read and agree to the Employee Access [terms and conditions](#)

CANCEL NEXT

6 Click **Next** to sign into Employee Access

You'll receive a Welcome email to confirm that you registered successfully.