



Always Designing
for People™



How to create a new account with ADP Mobile

Using an organizational
registration code

Step-by-step guide

Once registered, whether on your ADP service website or on the ADP Mobile app, you can use the same set of login credentials to log on from both mobile and web.

Note: If you already have a User ID and password for ADP Vantage HCM, iPay Statements Workforce Now, ADP Employee Self-Service, ADP Total Source or ADP Resource to access your information on the web, you can use the same User ID and password to login to the ADP Mobile App.

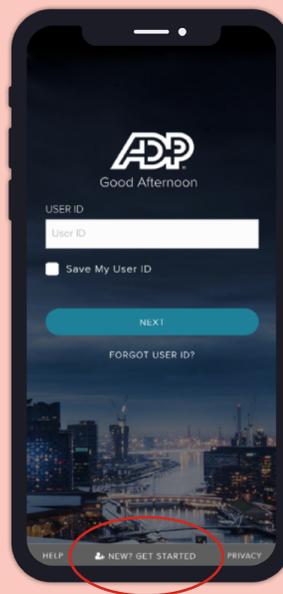
Step 1

Getting started

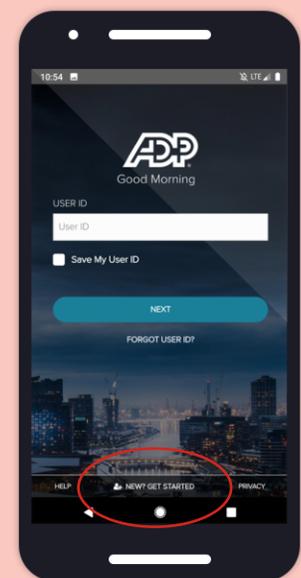
Open the app on your phone and click **"New! Get Started"** at the bottom of the screen.

Login screen will appear.

How it appears on an Apple device



How it appears on Android devices



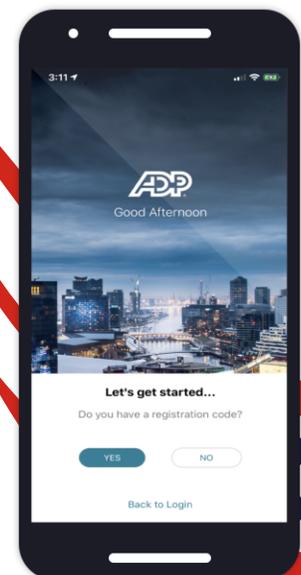
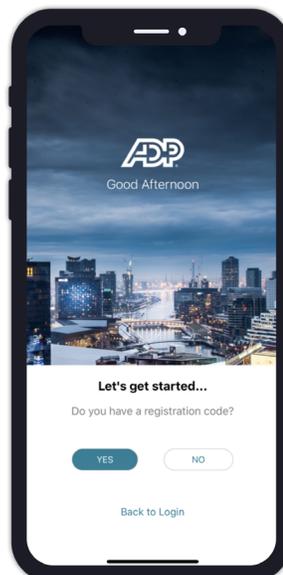
Step 2

Confirm your interest in creating an account

Tap the **"Yes, I'm sure"** button to get started with account creation.

If you did not receive a registration code, still select **"Yes"** and please refer to Step 2b and 2c below.

Note: If you have an account with a previous employer, you will need to create a new User ID and password.



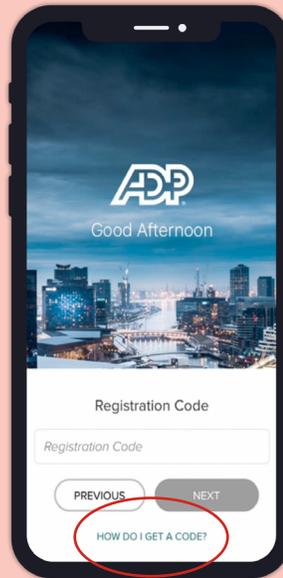
Step 2b

Obtaining a registration code pt. 1 (optional)

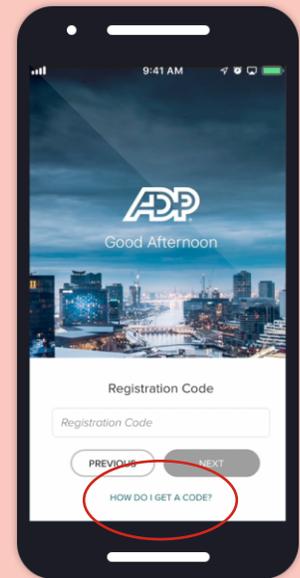
If you're not sure whether or not you have received a registration code, select **"How do I get a Code?"**

Please refer to **Step 2c** below.

How it appears on an Apple device



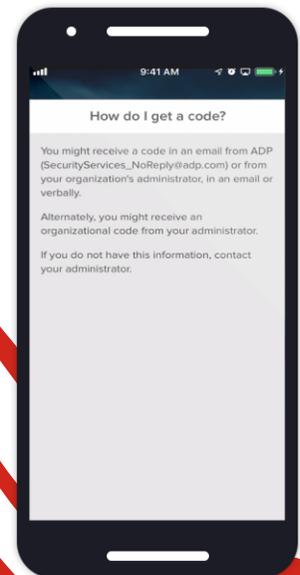
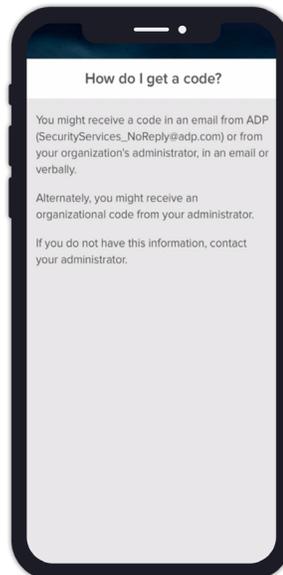
How it appears on Android devices



Step 2c

Obtaining a registration code pt. 2 (optional)

Learn more about how you may have obtained a registration code and reach out to your organization's HR administrator for more information.

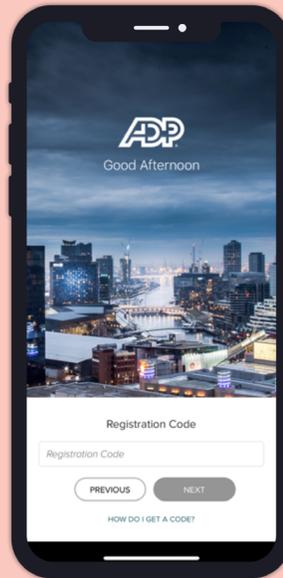


Step 3

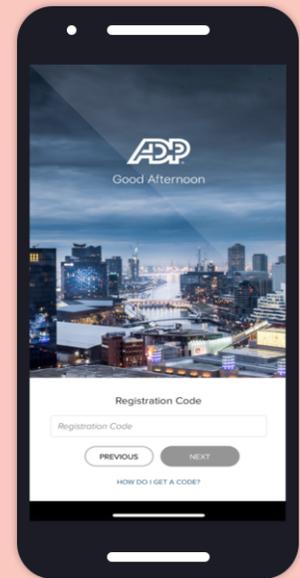
Inputting your company's registration code

Enter the registration code for your organization. You should have received this registration code from your HR administrator or in an email from ADP. Click **"Next"** to proceed.

How it appears on an Apple device



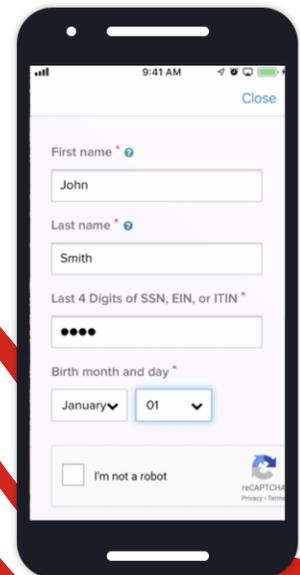
How it appears on Android devices



Step 4

Enter your information

Enter your name and identification information as it exists in your employment records. Tap the **"I'm not a robot"** checkbox to complete the image verification to prove you are human.

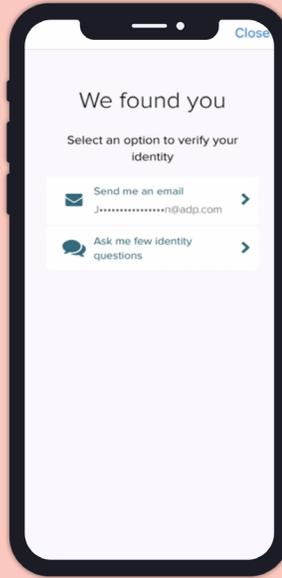


Step 5

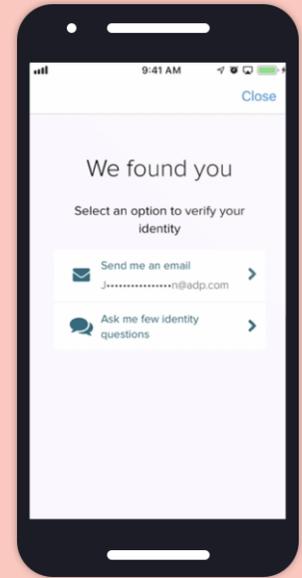
Choose preference for verification questions

To complete additional verification, select an option — **email or mobile or answer identity questions** to confirm your identity with your organization.

How it appears on an Apple device



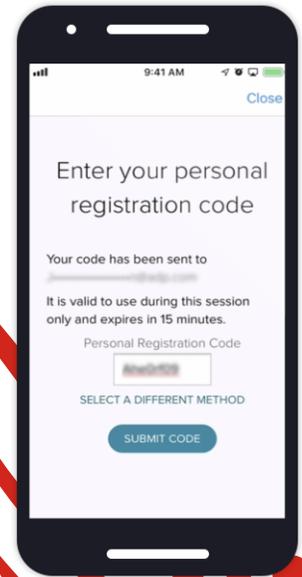
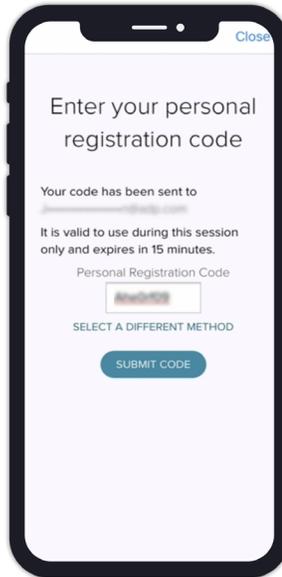
How it appears on Android devices



Step 6

Enter your personal registration code

Enter the personal validation code that you received in your email or from your mobile device in Step 5. **The code is only valid for 15 minutes so be sure to enter it as soon as you receive it!**

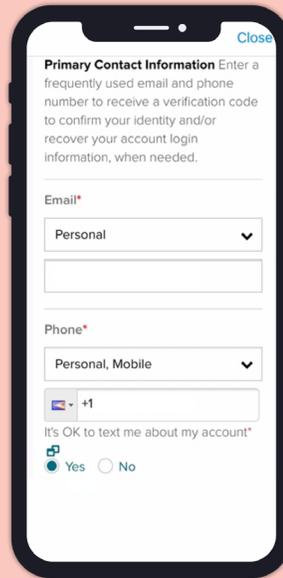


Step 7

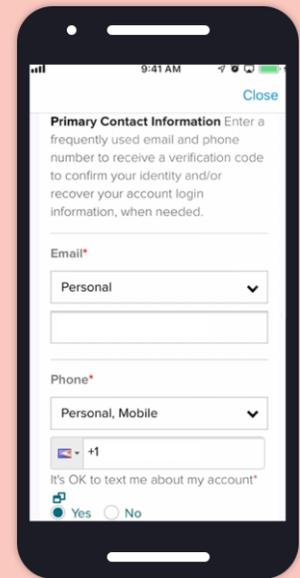
Add your email for account recovery information

To protect your account, add a frequently used email and mobile phone number where you can receive information about your account.

How it appears on an Apple device



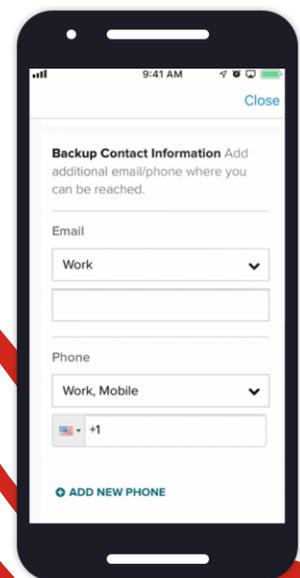
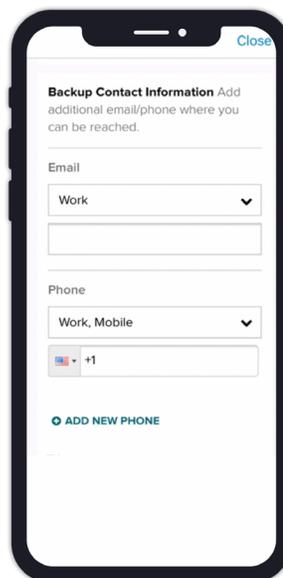
How it appears on Android devices



Step 8

Provide additional email/phone to your account for added convenience

For your added convenience, add an additional email/phone to your account and tap **"Continue."**



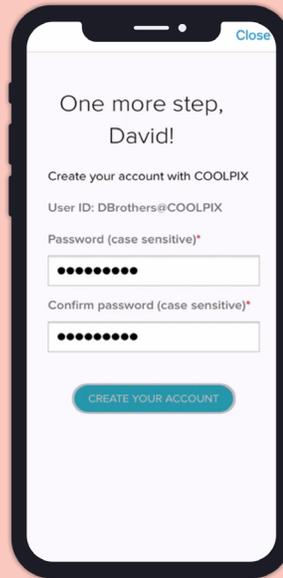
Step 9

Setup account password

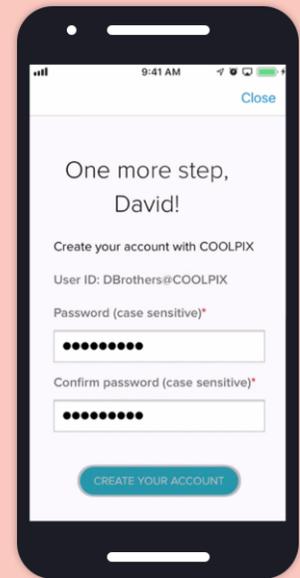
Next, setup your account password. Your password must:

- Be between 8 and 64 characters
- Include a lowercase or uppercase letter
- Include at least one number
- Not repeat any character more than three times in a row
- Not be a sequence of four characters in a row

How it appears on an Apple device



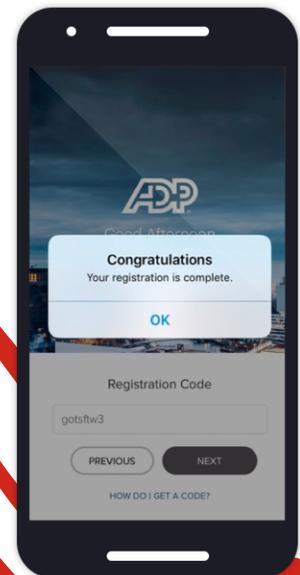
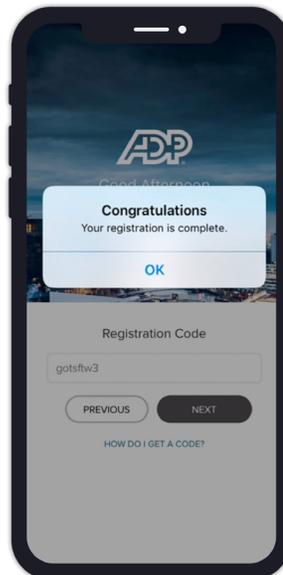
How it appears on Android devices



Step 10

Registration completion

That's it, **you are all set!**

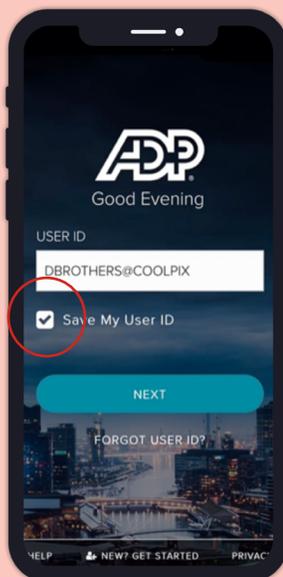


Step 11

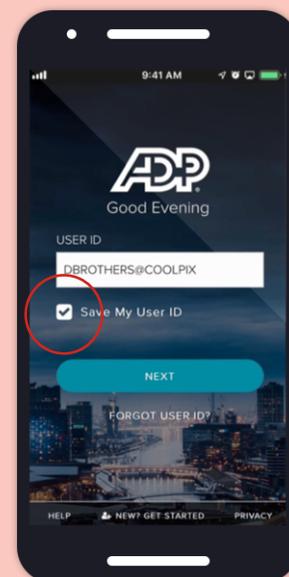
Setup "Save my user ID" (optional)

For faster access to your account from your personal mobile device, tap the "Save My User ID" check box.

How it appears on an Apple device



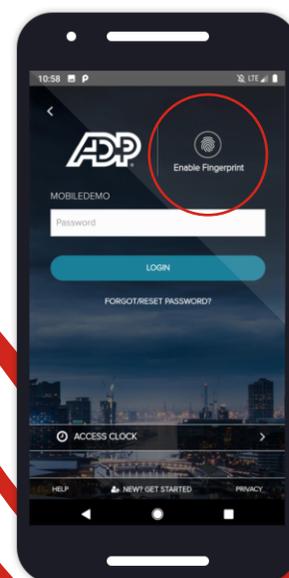
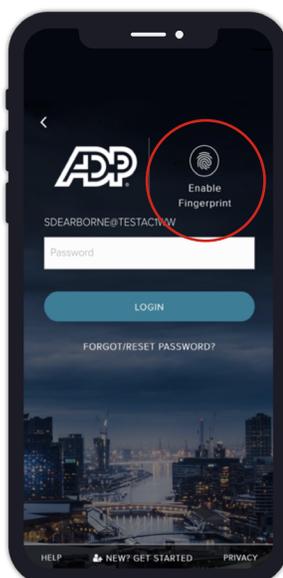
How it appears on Android devices



Step 12a

Setting up fingerprint return ID (optional)

Select "Enable Fingerprint ID."

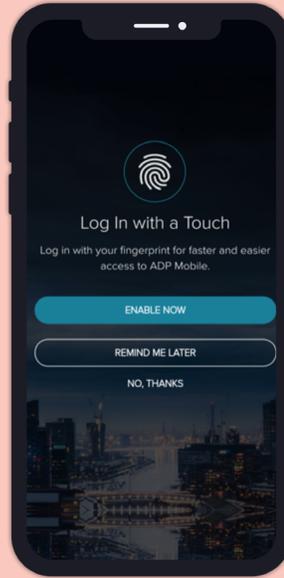


Step 12b

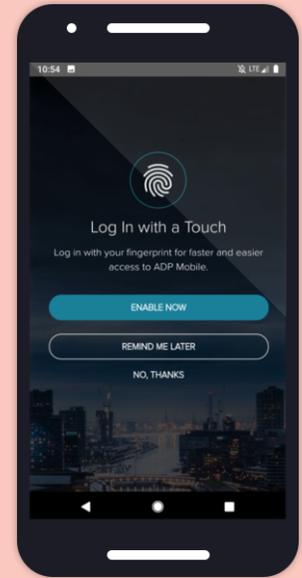
Enabling fingerprint login capability (optional)

Select **"Enable Now"** button to begin setting up the fingerprint ID for return login access.

How it appears on an Apple device



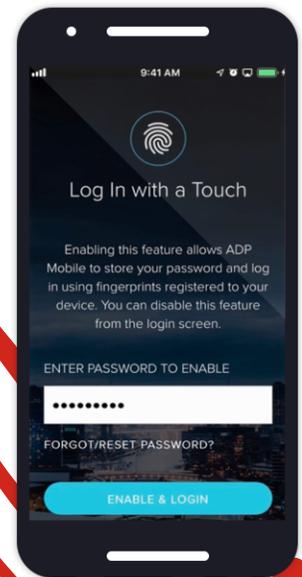
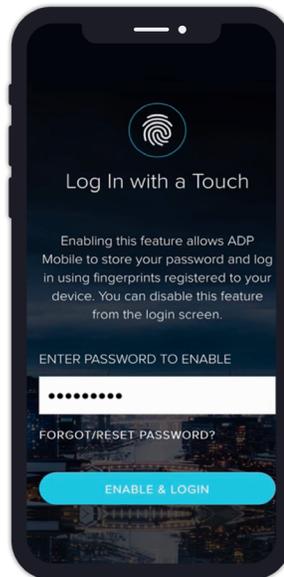
How it appears on Android devices



Step 12c

Enter password to setup fingerprint ID (optional)

Enter your password and select **"Enable & Login."**

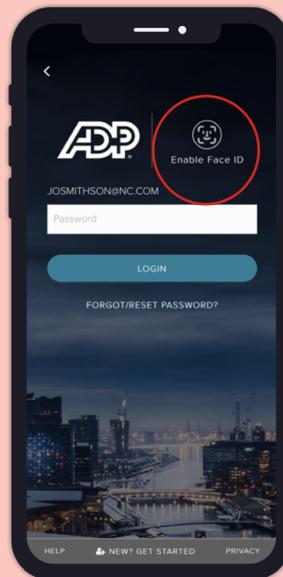


Step 13a

Enable face ID for return users (optional)

Select **"Enable Face ID."**

Only available on
Apple devices



Step 13b

Entering password to enable face ID return login feature (optional)

Enter your password and select **"Enable & Login."**

