

Getting Started with Employee Access

Here's How to Register

You must complete the one time registration process in a web browser window on a computer. You cannot register using the mobile app.

Get your personal registration code

1. In the URL bar at the top of your computer screen, enter www.myaccess.adp.com
2. On the welcome screen, click "Register Now".
3. Enter your first and last name, date of birth, and social security number. (If you get a message that there isn't a match for your credentials, speak to your company's payroll contact.
4. A personal registration code is required to continue. Verify your email address and click "send code". The code will come in to your email under "payroll security". (You will need to open a second tab to go into your email to retrieve the code. If you do not see the email come through, return to the registration screen where you will see a prompt that says if you are not seeing the code you can click there and it will send the code.)
5. Once you have received your personal security code, enter it on the next screen and click "next".
6. Enter the user ID and password you want to use to sign in. Your User ID must be 4 to 64 character and may include upper and lower case letters, numbers and any special character EXCEPT spaces, \$, ! and #. Your password must be 8 to 20 characters and may include upper and lowercase letters, numbers, spaces and special characters. It must include at least one letter and one number and it is case sensitive. You cannot include the same character in four or more consecutive positions.
7. For your security, you must select security questions and provide answers for each one.
8. At the bottom of the page, indicate that you have read and agreed to the terms and conditions.
9. Click "next" to go to the Employee Access Dashboard.
10. If you have tried all of these steps and are unable to successfully register, please make sure you are in front of your computer and contact Paula at 440/567-4746 for assistance.