



Registering as a new employee with Employee Access

Access the RUN employee login page at <https://my.adp.com> . Click **Create Account**.

Log in to ADP

User ID

Remember My User ID ⓘ

NEXT

FORGOT YOUR USER ID?

New user? **CREATE ACCOUNT**

On the **Create your account** screen, click **FIND ME**.

SECURE PAGE ENGLISH (US) ▼

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

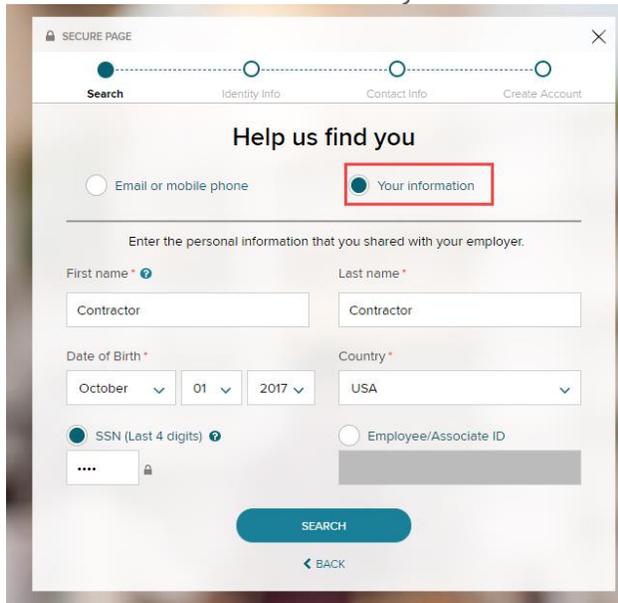
I HAVE A REGISTRATION CODE

← BACK

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Under **Help us find you**, select **Your information**, then fill out the **fields** below and click **Search**.

Note: 1099 contractor? Enter your **hire date** in the **Date of Birth** fields.



SECURE PAGE

Search Identity Info Contact Info Create Account

Help us find you

Email or mobile phone **Your information**

Enter the personal information that you shared with your employer.

First name * Contractor Last name * Contractor

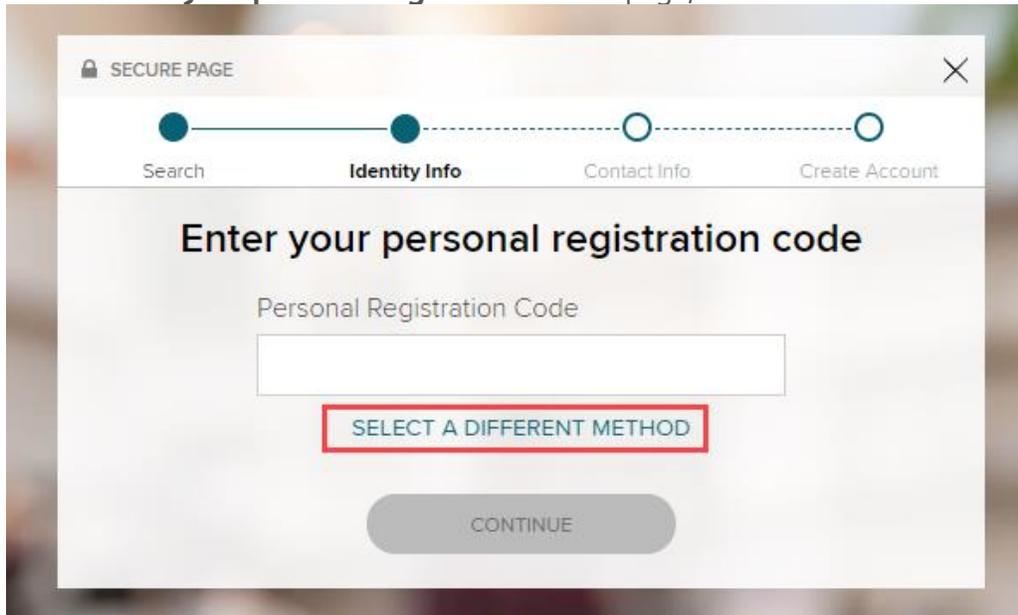
Date of Birth * October 01 2017 Country * USA

SSN (Last 4 digits) Employee/Associate ID

SEARCH

BACK

On the **Enter your personal registration code** page, click **SELECT A DIFFERENT METHOD**.



SECURE PAGE

Search Identity Info Contact Info Create Account

Enter your personal registration code

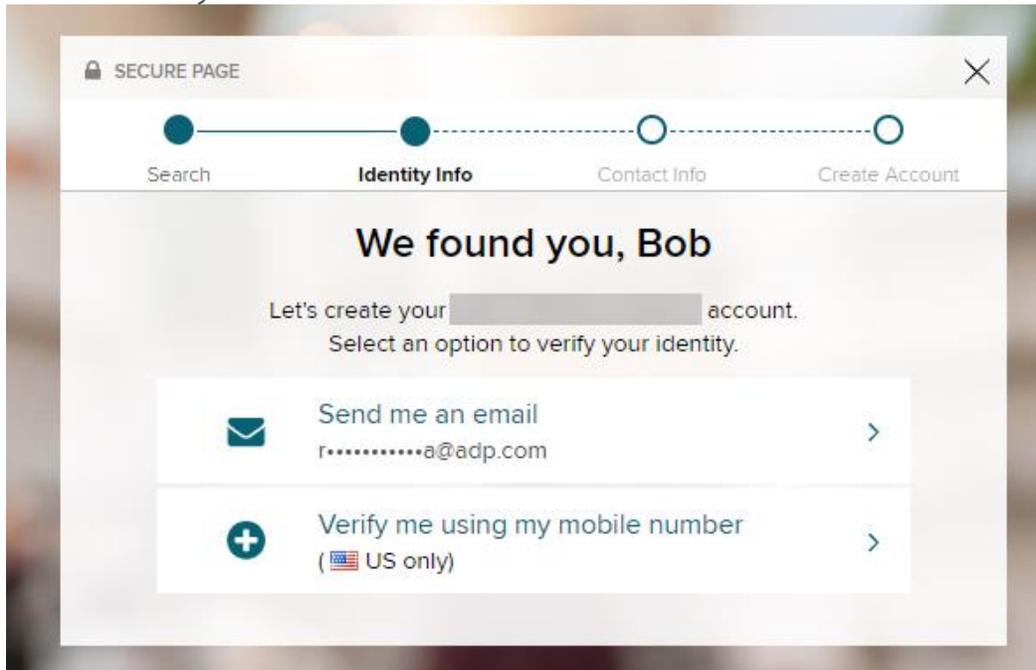
Personal Registration Code

SELECT A DIFFERENT METHOD

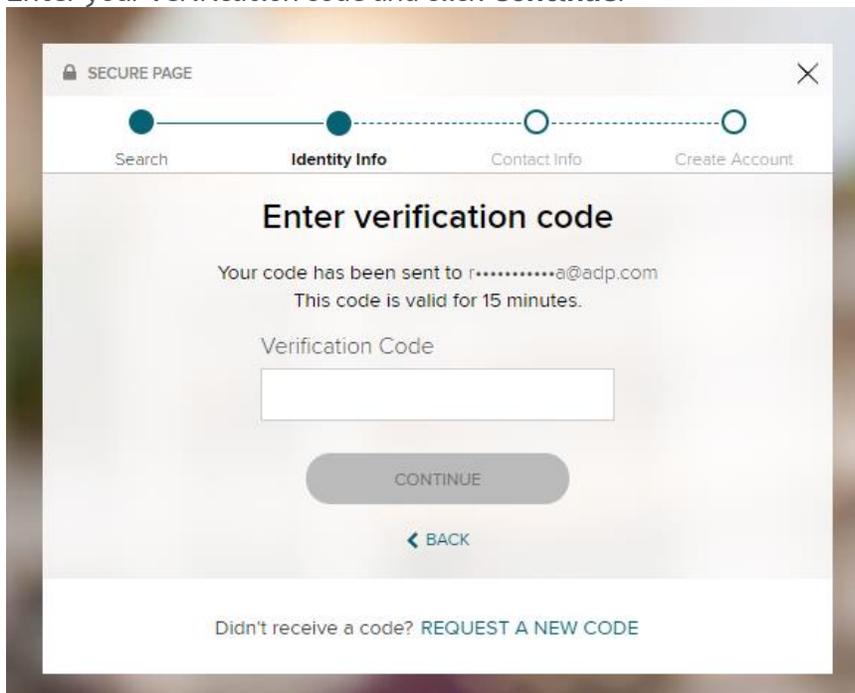
CONTINUE

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On the **We found you** page, click to verify via **email** or **mobile**. A Personal Registration code will be sent to your method of choice.



Enter your verification code and click **Continue**.





Registering as a new employee with Employee Access

Complete your phone number entry on **Help us protect your account** and click **Continue**.

SECURE PAGE

Search Identity Info **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work [v] n @adp.com

Phone*

Personal, Mobile [v] [US] +1

[+ ADD BACKUP CONTACT INFORMATION](#)

CONTINUE



Registering as a new employee with Employee Access

On the **One more step** page, select a user ID and password, and confirm your password. Check the box to accept Terms and Conditions and select **CREATE YOUR ACCOUNT**.

SECURE PAGE

Search Identity Info Contact Info **Create Account**

One more step, Contractor!

Let's set up the login information for your account with [redacted]

User ID * ?

Password (case sensitive) *

Confirm password (case sensitive) *

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT



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Success! You've created your account! Take note of your user ID and password and activate your phone number within 24 hours – we'll text you with a code.

