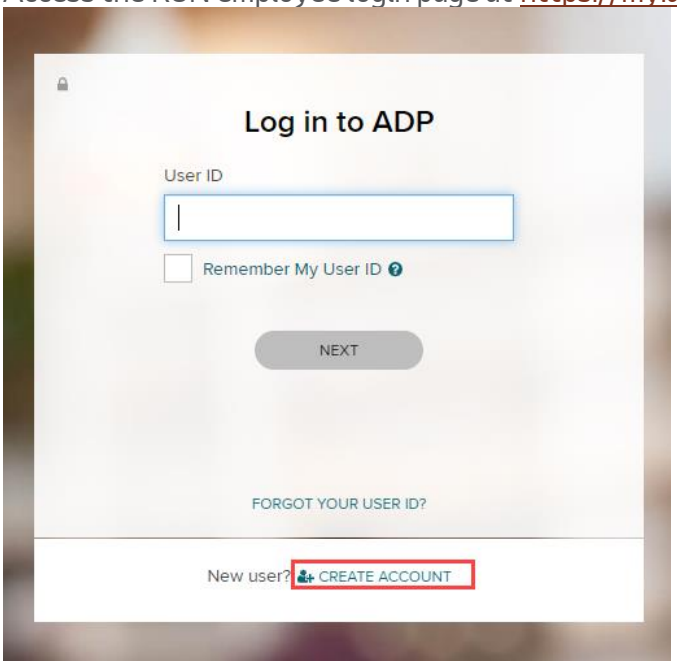
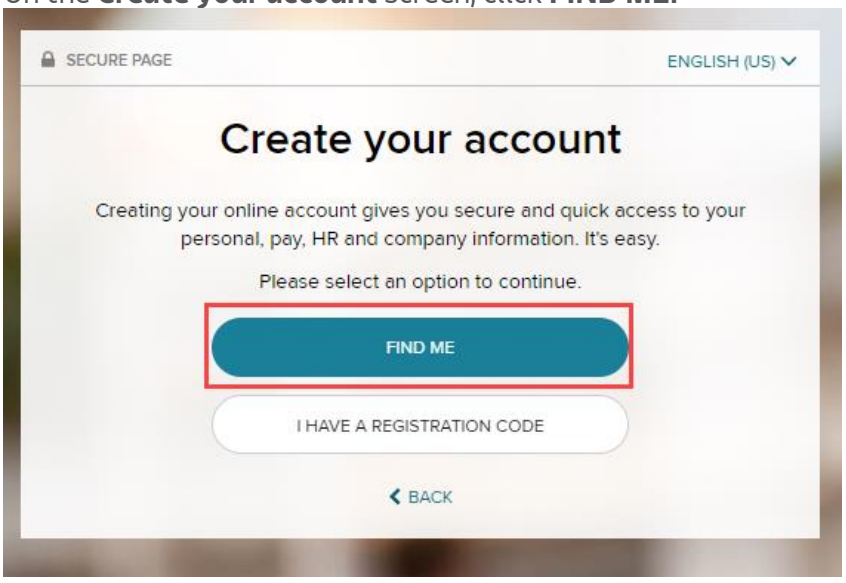
Registering as a new employee with Employee Access

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



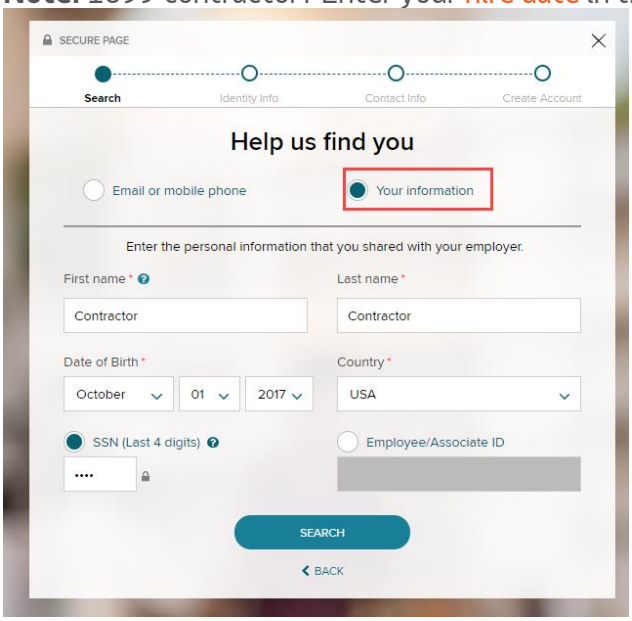
On the **Create your account** screen, click **FIND ME.**



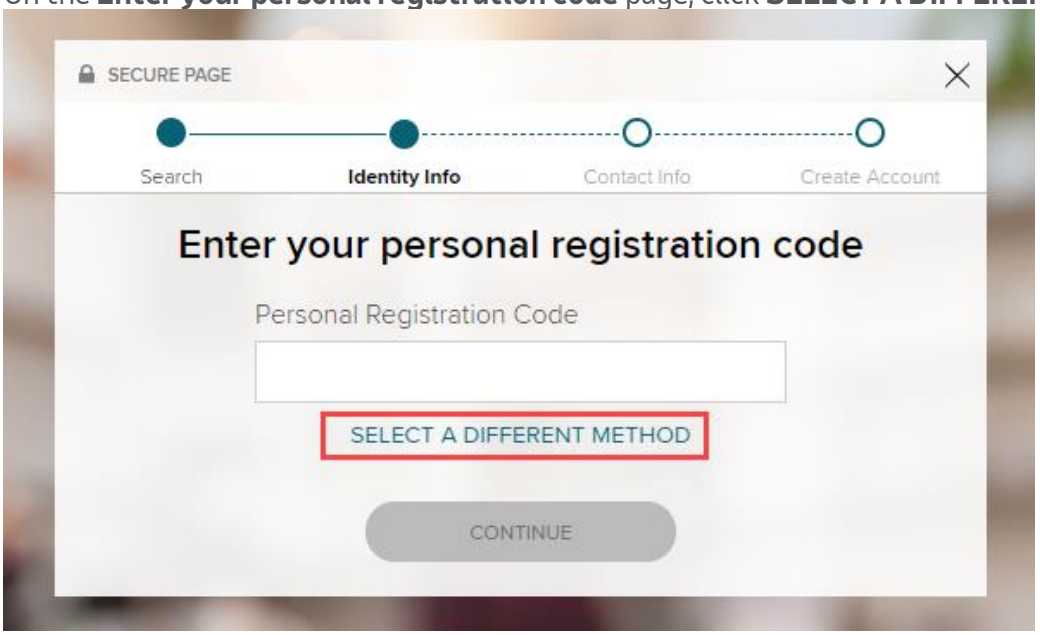
Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential

Registering as a new employee with Employee Access

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.



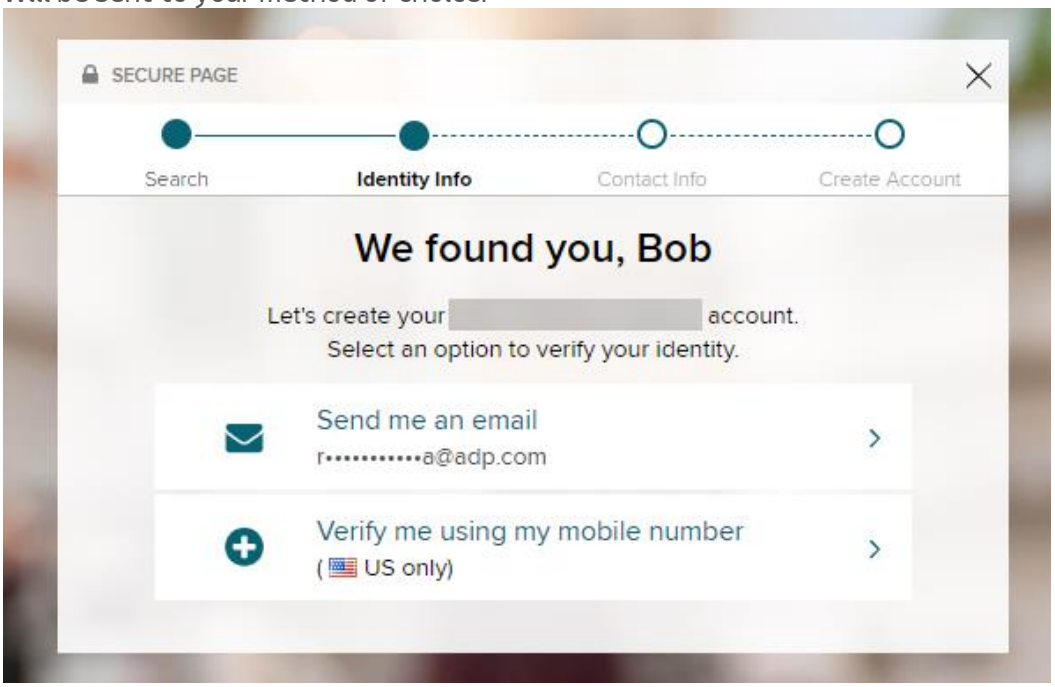
On the **Enter your personal registration code** page, click **SELECT A DIFFERENT METHOD**.



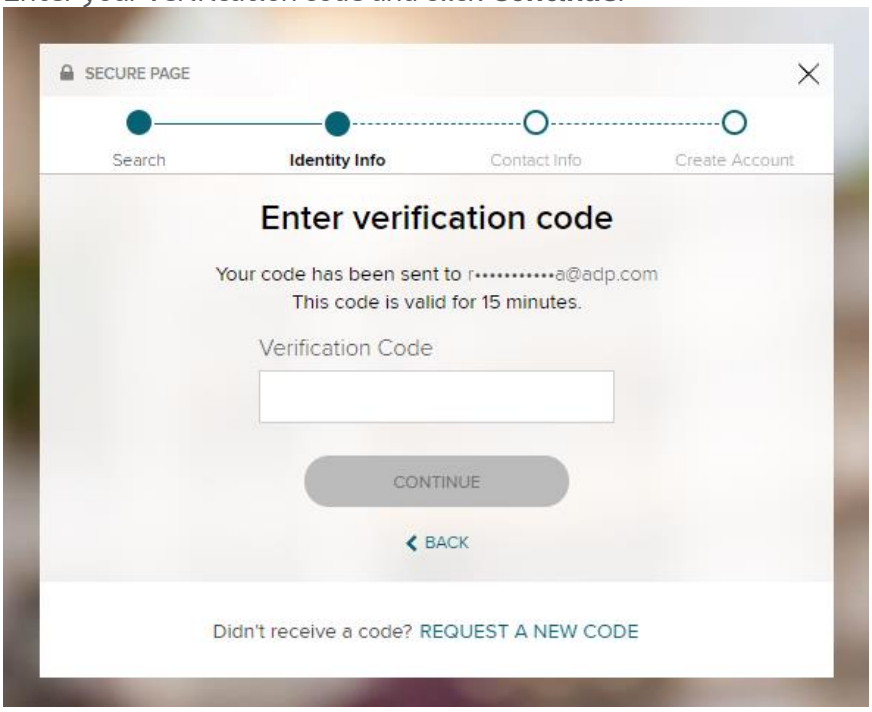
Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential

Registering as a new employee with Employee Access

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.



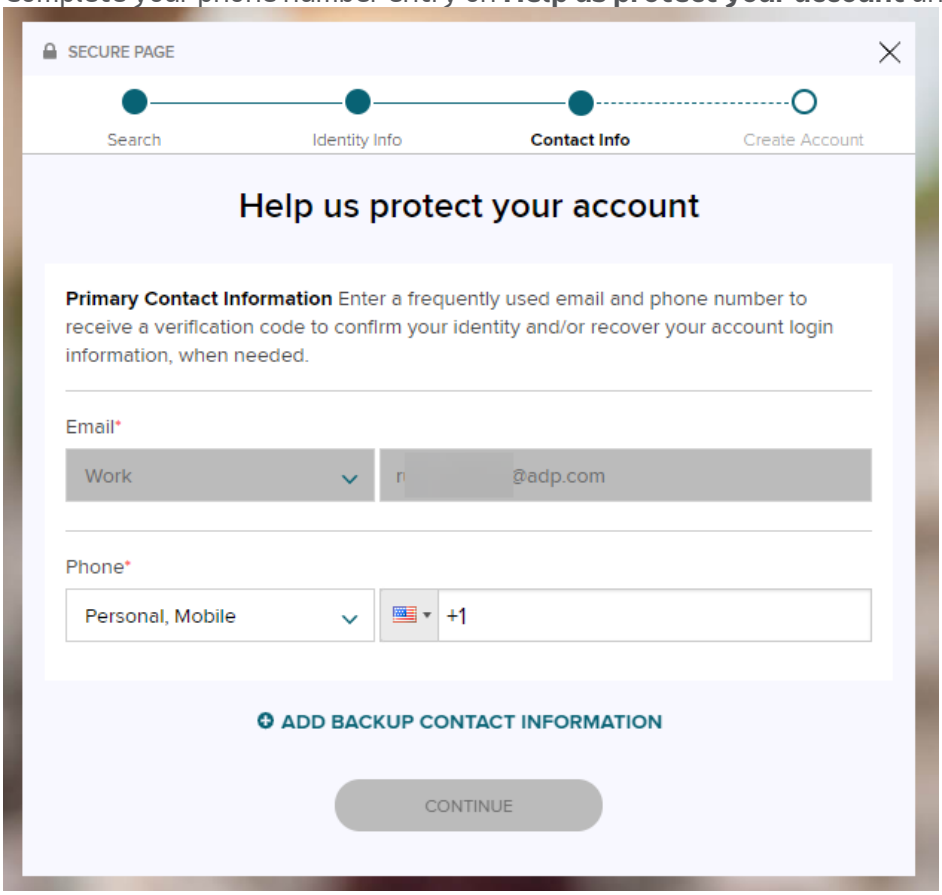
Enter your verification code and click **Continue**.



Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential

Registering as a new employee with Employee Access

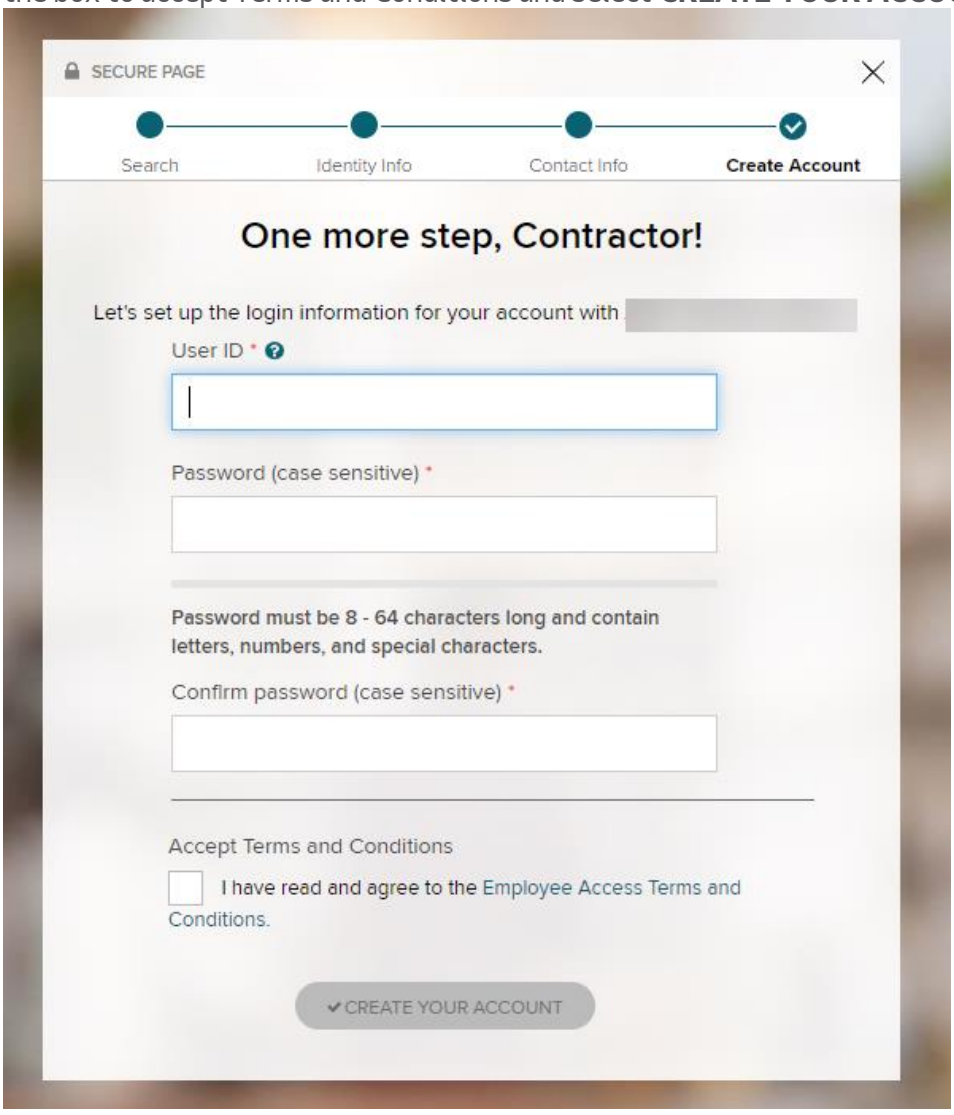
Complete your phone number entry on **Help us protect your account** and click **Continue**.



Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential

Registering as a new employee with Employee Access

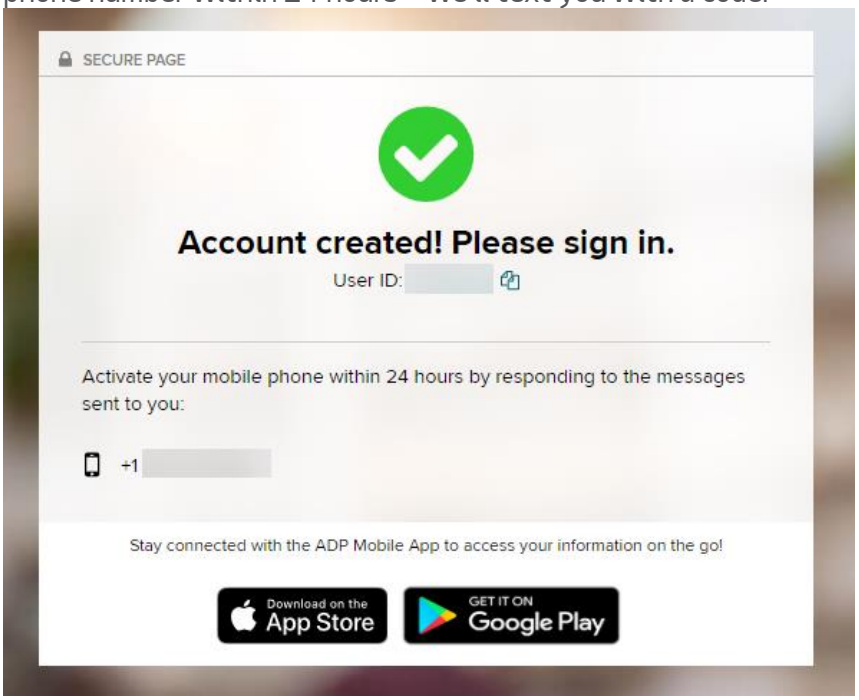
On the **One more step** page, select a user ID and password, and confirm your password. Check the box to accept Terms and Conditions and select **CREATE YOUR ACCOUNT**.



Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential

Registering as a new employee with Employee Access

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.



Copyright © 2020 ADP, Inc. ALL RIGHTS RESERVED. ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. ADP Confidential