

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

1 In your welcome email, click **Register Now** or go to **www.myAccess.adp.com**.

2 Enter your first and last name

Let's get started

First, we'll need your information so that we can create your account with **Emerald Florist**

First name *

Gillian

Last name *

Wilman

And one of these*

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day

You may be asked to verify the month and day of birth or the last 4 digits of your SSN, EIN, or TIN

3 Enter your email and phone number

Email*

Work gillian.wilman@emeraldflorist.com

Phone*

Personal, Mobile +1 (888) 555-1234

It's OK to text me about my account*

Yes No

For security reasons, if you enter an email or mobile number that's already being used by someone else, you may also be prompted to choose 3 security questions.

4 Create the User ID and Password you'll use to sign in

User ID *

Gillman227

Password (case sensitive) *

.....

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *

.....

Accept Terms and Conditions

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

Accept the Terms and Conditions

5 Activate your email and phone number

Be sure to reply to the email or text message you receive within 24 hours. We'll use them to send a confirmation code to recover your user ID or password if you ever forget them.

6 Sign into Employee Access

Be sure to bookmark www.myAccess.adp.com for the next time you sign in.

Log in to ADP

USER ID *

Gillman227

PASSWORD *

.....

Remember User ID

LOG IN

[FORGOT YOUR ID/PASSWORD?](#)