CONSUMER DIRECT CARE NETWORK

# ADP **Registration Instructions**

ADP is where you can find pay stubs and pay history. W-2s are also available on ADP. You can access ADP at **myADP.com**. The first time you visit **myADP.com**, you must register for an account. Please follow the steps below to get started.
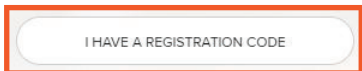**Note:** If you are a new employee, you cannot register until after you receive your first paycheck.

HOW TO ACCESS ADP

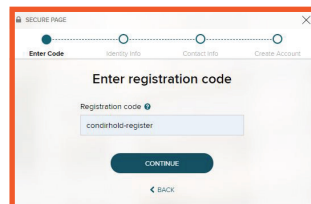1. Click on this link: **myADP.com**
2. On the Log Into ADP screen, click **Create Account**
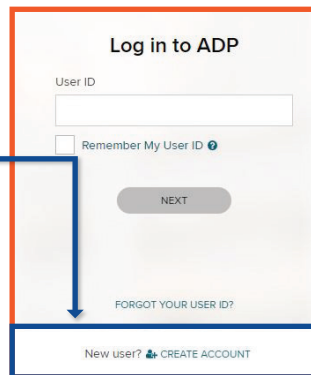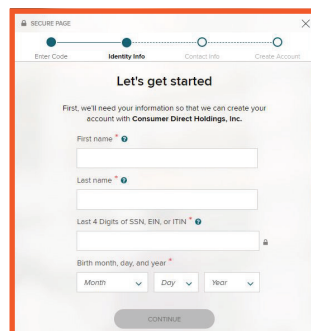

3. Click **I Have a Registration Code**

4. Enter your registration code: **condirhold-register** Click **Continue**.
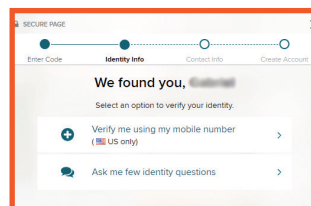

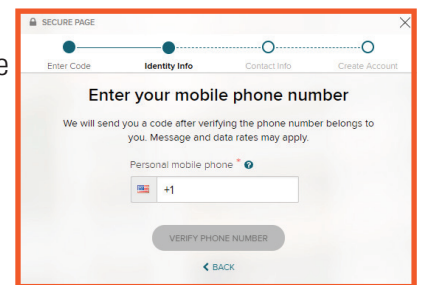5. Enter your personal information. Click **Continue**.

6. Select an option to verify your identity. You may choose to verify by:
   - Using your mobile number or
   - Answering a few identity questions

7. If you select to verify using your mobile phone number, enter your mobile phone number and click **Verify Phone Number.**

8. ADP will send a verification code to your mobile phone. Enter the verification code. Click **Continue**. If you did not receive a code, click **Request a New Code** to have another code sent to your mobile phone.
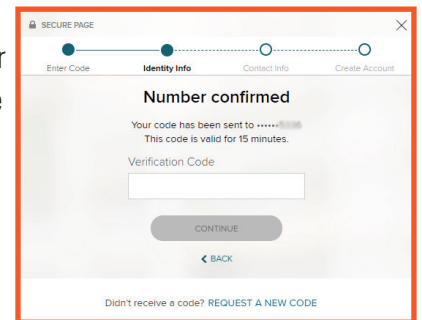
9. Enter your email address and select if you'd like to receive texts or calls about your ADP account. Click **Continue**.

10. Create a password for your ADP account. Accept the terms and conditions. Click **Continue**.

11. The **account created** screen will load. On this screen you will see your User ID under the Account Created Please Sign In message. Your User ID will include **condirhold** at the end of it. **Please take note of your User ID.**

12. You may now sign into **myADP.com**.