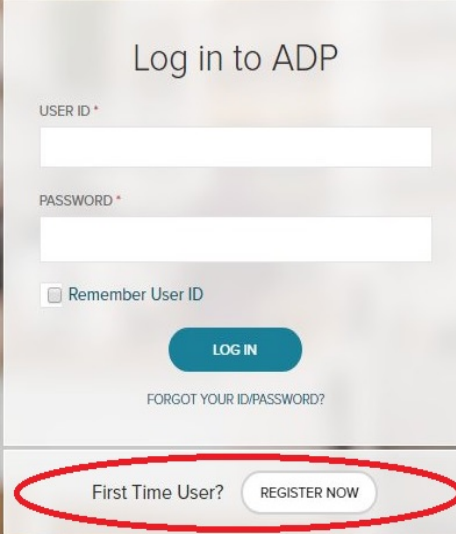


# Self Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

Go to <https://myadp.com>.

1. Click **Register Now**.
2. Enter the registration code **(TDG1 - TDG1)** provided by your company and click **Go**.
3. Enter your name and other requested information and click **Confirm**.
  - If the prompt indicates that your record was found, click **Register Now**.
  - If the prompt indicates your record could not be found, contact your administrator or help desk.
4. On the Register for Services page, enter your contact information.
5. View or create (if permitted) a user ID.
6. Create a password.
7. Select and answer security questions.
8. If prompted, read the terms and conditions and select the **I Agree** check box.
9. Click **Register** (or **Register Now**).
10. Activate your contact devices by following the instructions in the two emails you will receive.
11. You can now log in to your ADP service.



The screenshot shows the ADP login interface. At the top, it says "Log in to ADP". There are two input fields: "USER ID \*" and "PASSWORD \*". Below the password field is a checkbox labeled "Remember User ID". A blue button labeled "LOG IN" is centered below the fields. Below the button is a link that says "FORGOT YOUR ID/PASSWORD?". At the bottom of the page, there is a red oval highlighting the text "First Time User?" and a button labeled "REGISTER NOW".

## Signing In

1. Go to <https://myadp.com>.
2. Enter your **User Name**.  
Your user name is the user ID you received when you completed self-registration.
3. Enter your **Password**.  
Your password is the one you created during self-registration.
4. Click **Sign In**.

**For further assistance, contact your  
Local HR Department.**