

HOW TO ACCESS YOUR

ADP Registration Instructions



W-2s are 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.

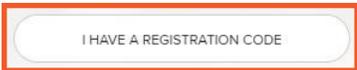
HOW TO ACCESS ADP

1. Click on this link: myADP.com

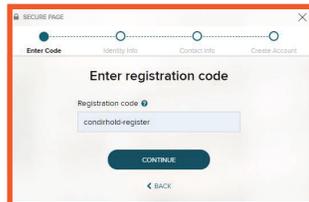
2. On the Log Into ADP screen, click **Create Account**



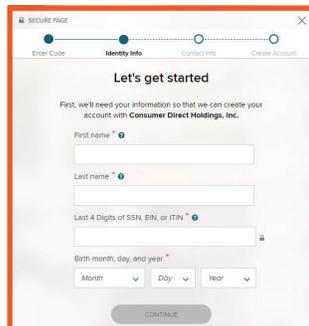
3. Click **I Have a Registration Code**



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

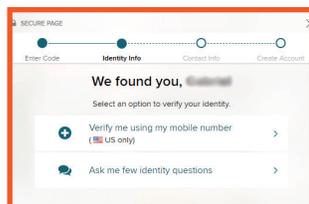


5. Enter your personal information. Click **Continue**.

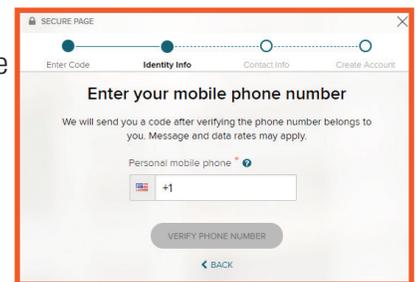


6. Select an option to verify your identity. You may choose to verify by:

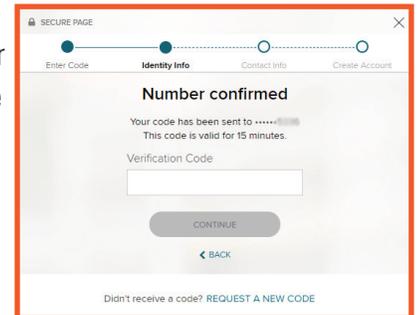
- Using your mobile number or
- Answering a few identity questions



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.