



Registration Quick Reference Card for Employes/Associates

Welcome! Register an account with ADP to access the services offered by your organization.

Note: If you have not received a registration code or are having difficulty finding the code you received, try the Find me with Email/Mobile option and follow the steps to create your account with your organization.

Option 1: Using an Organizational Registration Code

- 1 On your ADP service website, select "I Have a Registration Code" and enter the registration code from your administrator. The code is **SSAMARINE-111**.

SECURE PAGE ENGLISH (US) ✓

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME WITH EMAIL/MOBILE

I HAVE A REGISTRATION CODE

← BACK

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ⓘ

lvq3wub0

NEXT

← BACK

- 2 Enter your personal identity information.

SECURE PAGE

Enter Code **Identity Info** Contact Info Create Account

Let's get started

First, we'll need some basic info so that we can create your account with **Information Technology Systems Inc.,**

First name * ⓘ

Last name * ⓘ

And one of these*

Last 4 Digits of SSN, EIN, or ITIN

Employee ID

Birth month and day

CONTINUE

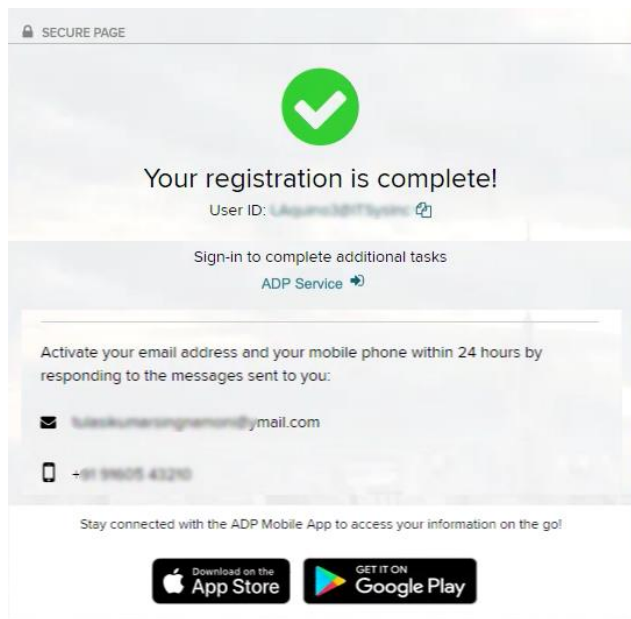
- 3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info' (current step), and 'Create Account'. The main heading is 'Help us protect your account'. Under 'Primary Contact Information', there is a text box explaining the purpose of the contact info. Below this are two sections: 'Email*' with a dropdown menu set to 'Work' and an input field; and 'Phone*' with a dropdown set to 'Personal, Mobile', a country code dropdown set to '+91', and an input field. A checkbox 'It's OK to text me about my account*' is checked. The 'Backup Contact Information' section follows, with a text box explaining its purpose. It has two sections: 'Email' with a dropdown set to 'Personal' and an input field; and 'Phone' with a dropdown set to 'Work, Mobile', a country code dropdown set to '+1', and an input field. At the bottom, there is a link 'ADD NEW PHONE' and a 'CONTINUE' button.

- 4 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

The screenshot shows the 'SECURE PAGE' with the progress bar now showing 'Create Account' as the current step. The heading is 'One more step, Luis!'. The text says 'Let's set up the login information for your account with Information Technology Systems Inc.,'. The 'User ID' is pre-filled as 'LAquino3@ITSysInc'. The 'Password (case sensitive)*' field is filled with dots and has a green checkmark to its right. Below it is a strength indicator showing a green bar and the text 'Strong (Add a special character to strengthen)'. The 'Confirm password (case sensitive)*' field is also filled with dots. At the bottom is a 'CREATE YOUR ACCOUNT' button with a checkmark icon.

- 5 Click Create Your Account to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).



Disclaimer: Employee registration does not apply to admin-only services such as General Ledger Interface, ADP Reporting, and Payroll QuickView. The registration process outlined in this document does not apply to RUN Powered By ADP® Employee Access®. The registration process will vary slightly for employees registering for ADP Retirement Services on the participant website at www.mykplan.com.

Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page.

- 1 Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

- 2 To reset your password, select the “I don’t know my password” option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

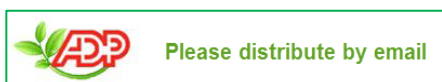
If your email address or mobile phone number is unique within your organization, and you have access to it.
See Option 1.

- **Option 2 – Answer Your Security Questions**

If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them.

Upon successful verification of your response, you will have the option to Sign in to your ADP service or continue to create your new password and use it to log in.

If you continue to have concerns with logging in to MyADP, please contact your Payroll Specialist or payroll@ssamarine.com.



ADP MOBILE

ADP Mobile gives you 24/7 access to your pay statements and W2s from a smart phone or tablet

You can access payroll and time information anytime, anywhere.

Download the mobile app by visiting adp.com/gomobile and selecting:

ADP Mobile Solutions



To download
the app, go to:
adp.com/gomobile

Download at:



**USER ID: first initial and last name@ssamarine (example
jsmith@ssamarine)**