Getting Started with Employee Access

Using Employee Access®, you can view your pay statements online at your convenience, safely and securely.

Here's How to Register

You must complete the registration process in a web browser window on a PC or Mac. You cannot complete the registration on a mobile device.

1. Go to myaccess.adp.com.

   Depending on your employer, you may receive a Welcome email with the link you need to register. Click **Start** to begin. Skip to Step 3.

2. Click **Register Now**.

3. **For employees**: Verify your first and last name, date of birth, and Social Security number.

   For Contractors: Verify your Social Security number or Tax ID Number (TIN) and then complete the remaining required fields.

4. Enter the user ID and password you want to use to log into Employee Access.

   User ID: Must be 4 to 64 characters and may include upper or lowercase letters (A-Z, a-z), numbers (0-9), and any special characters *except* spaces, $, !, and #.

   Password: Must be 8 to 20 characters and may include upper or lowercase letters (A-Z and a-z), numbers (0-9), spaces, and special characters. It must include at least one letter and one number, and is case-sensitive.

   It cannot include the same character in four or more consecutive positions (for example, AAAa is valid, but AAAA is not valid) and cannot have four or more sequential characters, in ascending or descending order, in a row (for example, ABCD and 4321 are not allowed).

5. For security reasons, you must select security questions and provide a unique answer for each question. If you forget your logon information, you will be asked to enter the answer to one of the questions to verify your identity. For security purposes, you may be asked to enter additional personal information, which will be used only for verification.

6. Click **Next** to continue.

7. Review the Terms and Conditions of Service. To print the document for your records, scroll to the bottom and click **Print Terms and Conditions of Service**.

8. After you review the Terms and Conditions, click **I Agree**, and then click **I Agree** again to confirm.

Tips for Using Employee Access

Once you complete your registration, use the link in your Welcome email or go to myaccess.adp.com to log into Employee Access. We suggest that you bookmark the address in your browser so it's easy to find later.

- Passwords expire every six months. You will be prompted to change your password when it expires. For security reasons, an email is sent to the email address on file when your password is changed.

- You can change your password *at any time*. Click **My Security**. Enter your current password, enter your new password twice, and then click **Save**.

- Pay statements are available on the actual pay date.

If you have any issues logging in or if you have questions about the data you see in Employee Access, contact your payroll administrator.