

Registering a New Employee in ADP® Time & Attendance

1. From the ADP Time & Attendance login page, <u>time.adp.com</u>, click Register Here.



2. In the Registration Code field, type the registration code. Note: Ask your administrator for the code.

Æ?		
Before you register, h	elp us find you in our records.	
Registration code*	Go	ĺ
What is this?		

3. Click Go.

1

Æ?		
Before you regist	ter, help us find you in our records.	
		0
Registration code*	adp550B-adptIm550B	Go
What is this?		



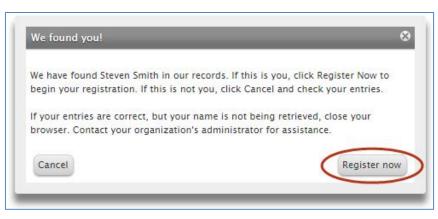
4. Complete the fields.

First name*		
Last name*		
SSN, EIN, or ITIN*		
	Type it again*	

5. Click Confirm.

First name*	Steven		
Last name*	Smith		
SSN, EIN, or ITIN*			•••••
		Type it again*	
		Confirm)

6. Click Register Now.





7. Complete all necessary fields.

View your user ID	and create a passion of	
User ID*	SSmith@ADPTLM550B	
Password*	Password Strength:	
Confirm password*	Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.	
In case you forget	your user ID or password	
Question 1*	Select one	
Your answer*		
Question 2*	Select one	,
Your answer*		
Question 3*	Select one	
Your answer*		
Terms and Condit	ions	
Read the Terms an	d Conditions shown below and then agree to the terms to complete your registration.	
	TERMS AND CONDITIONS	
	BY CLICKING OR TAPPING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.* If you do not agree to all of the Terms, you are not authorized to access or otherwise use the Site (as defined below).	
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8. Click Register Now.

User ID*	SSmith@ADPTLM550B		
Password*		Password Strength: Fair	
	Passwords must be at least 8 characters long and contain at least 1		
	letter and 1 number. Passwords are case sensitive.		
Confirm password*	101111110		
In case you forget you	ır user ID or password		
Question 1*	What was the name of your first pet?		
Your answer*	Spike		-
Question 2*	What was your childhood nickname that most people do not know?		,
Your answer*	Stevey Boy		_
Question 3*	In what city was your mother born? (Enter full name of city only)		
Your answer*	Townsvillefieldship		-
Terms and Condition	1 N		
Read the Terms and C	onditions shown below and then agree to the terms to complete your registration.		
Day	rised July 1, 2014		
	1501 July 1, 2014		
	I have read and agree to the Terms and Conditions displayed above.		



9. To login, click ADP Time and Attendance.



10. In the User ID and Password fields, type your credentials.



11. Click Log In.



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