



Registering a New Employee in ADP® Time & Attendance

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

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

3. Click Go.

4. Complete the fields.

A registration form with four input fields. The first field is labeled "First name*" and is empty. The second field is labeled "Last name*" and is empty. The third field is labeled "SSN, EIN, or ITIN*" and is empty. The fourth field is labeled "Type it again*" and is empty.

5. Click Confirm.

The registration form is now filled with the following information: "First name*" is "Steven", "Last name*" is "Smith", "SSN, EIN, or ITIN*" is ".....", and "Type it again*" is ".....". A "Confirm" button is located at the bottom center of the form and is circled in red.

6. Click Register Now.

A confirmation dialog box titled "We found you!". The text inside reads: "We have found Steven Smith in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries. If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance." At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Register now" on the right. The "Register now" button is circled in red.



7. Complete all necessary fields.

View your user ID and create a password

User ID* SSmith@ADPTLM550B

Password* Password Strength:

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password*

In case you forget your user ID or password

Question 1*

Your answer*

Question 2*

Your answer*

Question 3*

Your answer*

Terms and Conditions

Read the Terms and 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).

8. Click Register Now.

View your user ID and create a password

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*

In case you forget your user ID or password

Question 1*

Your answer*

Question 2*

Your answer*

Question 3*

Your answer*

Terms and Conditions

Read the Terms and Conditions shown below and then agree to the terms to complete your registration.

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I have read and agree to the Terms and Conditions displayed above.

9. To login, click ADP Time and Attendance.

The screenshot shows the ADP registration completion page. At the top left is the ADP logo. Below it, the text reads "Your registration for ADP services is complete!". Under the heading "Things to do for your account", there is a red arrow pointing to "Activate your email" with a link "What is this?". Below this, a message states: "ADP has sent you a confirmation message to morgan.tiene-contractor@adp.com. Respond to this message within 24 hours so we can activate your email address. Did not receive a confirmation message? Contact your organization's administrator for assistance." On the right side, there are two green checkmarks. The first says "Your user ID: SSmith@ADPTLM550B". The second says "Your available ADP services", with a button labeled "ADP Time and Attendance" circled in red.

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

The screenshot shows the "Welcome to ADP Time & Attendance" login page. It has two tabs: "User Login" (selected) and "Admin Login". There are two input fields: "User Id" and "Password", both of which are circled in red. Below the "User Id" field is a link "Forgot your user ID?". Below the "Password" field is a link "Forgot your password?". There is a "LOG IN" button at the bottom. On the right side, there is a "First Time User?" section with a "REGISTER HERE" button and a "Help Getting Started" link.

11. Click Log In.

This screenshot is identical to the previous one, but the "User Id" field now contains the text "SSmith@ADPTLM550B" and the "Password" field contains a series of asterisks. The "LOG IN" button at the bottom is circled in red.