

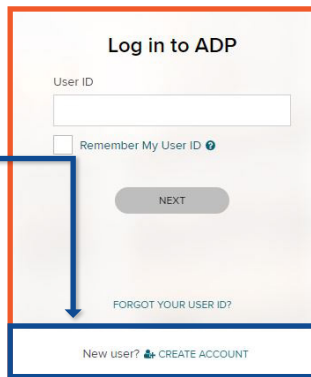
ADP Registration Instructions

ADP is where you can find pay stubs and pay history. W-2s are also available on ADP. You can access ADP through the pay application in Workday, through the [DirectMyCare.com](https://www.directmycare.com) Pay History page, directly at [myADP.com](https://myadp.com), or using the **ADP mobile app**. The first time you visit [myADP.com](https://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.

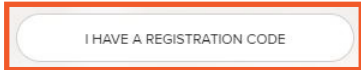
HOW TO ACCESS ADP

1. Click on this link: [myADP.com](https://myadp.com)

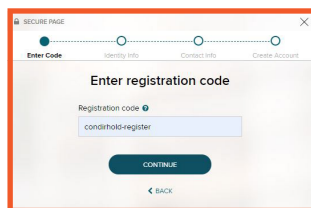
2. On the Log Into ADP screen, click **Create Account**



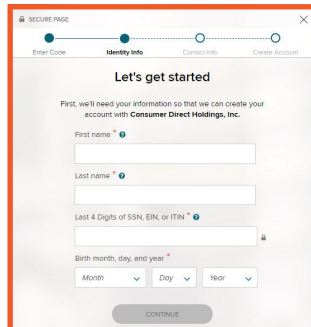
3. Click **I Have a Registration Code**



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

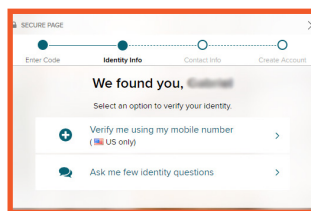


5. Enter your personal information. Click **Continue**.

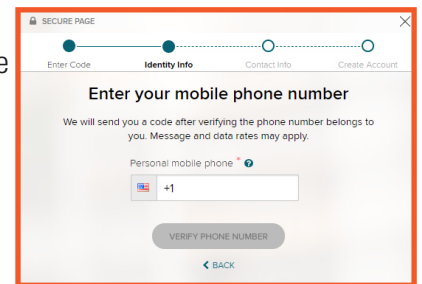


6. Select an option to verify your identity. You may choose to verify by:

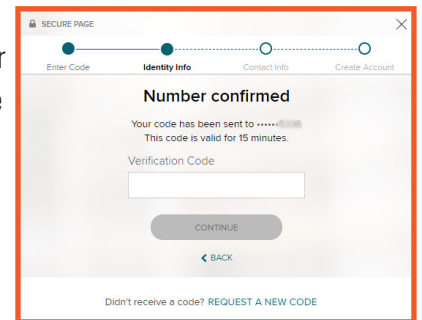
- Using your mobile number or
- Answering a few identity questions



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 so you don't forget it when logging in.**

12. You may now sign into [myADP.com](https://myadp.com).