Go to my.ADP.com

To create an account, click “create account” next to New User.

In the next screen, you should select “I have a registration code” option.
The registration code is: WPY1-paymentADP. Enter (or copy) this code into the registration code field. Click continue.

Enter your personal information into the blank fields. Once you have entered the information, click the continue button at the bottom of the page. You can use either EMPLOYEE ID or LAST 4 DIGITS of SSN, EIN, or ITIN.
After clicking the “continue” button, you will get the options to verify your identity. Choose one of the two options listed.

**We found you.**

Select an option to verify your identity.

- **Send me an email**
  - j--------1@gmail.com

- **Verify me using my mobile number**
  - (US only)

Enter the validation code from either the email or text, then click “continue”

### Enter Verification Code

We emailed a code to j--------1@gmail.com. This code is valid for 15 minutes.

Verification Code

- [ ]

Continue

- Back

Didn't receive a code? Request a new code

Enter your personal primary contact information to help protect your account.

**Help Us Protect Your Account**

*Primary Contact Information* Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

**Email**

- Work

**Phone**

- Personal Mobile
When you get to the “one more step”, ADP will provide you with your USER ID and ask you to create and confirm your password. NOTE: The password must be 8 to 64 characters long and contain letters, numbers, and special characters.

You should read the “Employee Access Terms and Conditions” before checking the box stating that you have read and agree to the terms and conditions.

Once you have created your passwords and checked the box, click the “Create your account” button.
The website will then ask you to select security questions and provide answers to protect your account and provide verification of identity if you need to reset your login credentials.

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1
- Please Select
- Answer 1

Question 2
- Please Select
- Answer 2

Question 3
- Please Select
- Answer 3

Once you have submitted the security questions and clicked “Continue,” you will go to the “account created” screen, where you can sign in and access various options.

Account Created! Please Sign In.

You can now sign into access and manage your accounts.

- MyADP
- myALINE WebSite
- PayStatements

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store
Get it on Google Play
Once you have accessed ADP, click on “MyADP” or “iPay Statements” to access your account. Click the pay icon on the left. Information about your paychecks is on the dashboard.

On the “PAY” option, you can click “VIEW STATEMENT” to view your pay slip.

Once you are viewing the statement, you can either “PRINT” or “DOWNLOAD” it.
Select the “Tax Statements” on the right to view W2s.