


Go to my.ADP.com

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



Sign in to ADP

User ID

Remember User ID 

Next

[Forgot your user ID?](#)

New user ?  [Create account](#)

In the next screen, you should select “I have a registration code” option.



English (US) 

Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

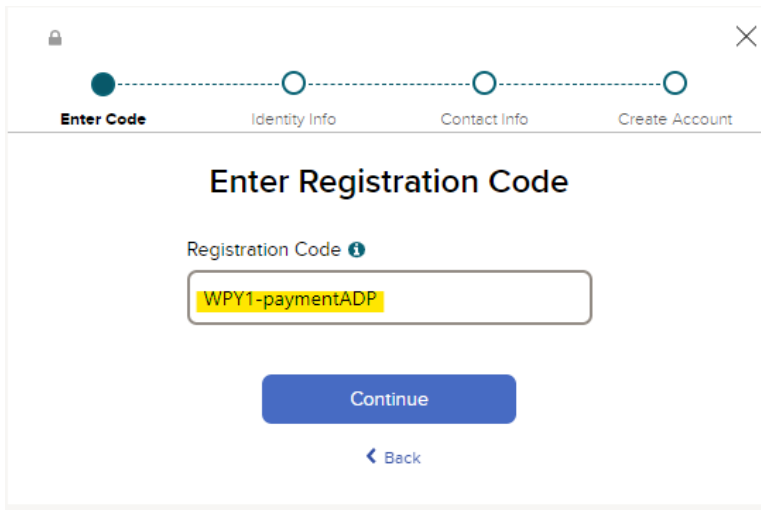
Please select an option to continue.

Find me

[I have a registration code](#)

[← Back](#)

The registration code is: WPY1-paymentADP. Enter (or copy) this code into the registration code field. Click continue.



The image shows a registration progress bar at the top with four steps: 'Enter Code' (active), 'Identity Info', 'Contact Info', and 'Create Account'. Below the progress bar is a form titled 'Enter Registration Code'. It contains a text input field with the value 'WPY1-paymentADP' highlighted in yellow. Below the input field are two buttons: a blue 'Continue' button and a blue '< Back' link.

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.

Let's Get Started

First, we'll need some information to create your account with
Worcester Polytechnic Institute

First Name * 

Last Name * 

And one of these*

Employee ID

Last 4 Digits of SSN, EIN, or ITIN




Birth Month, Day, and Year *

Continue

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*

Phone*

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.

One more step,

Let's set up the login information for your account with **Worcester Polytechnic Institute**

Your UserID: 

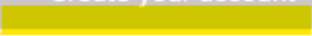
Create Password *

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

Create your account 

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*

Question 2*

Question 3*

✓ Continue

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.

User ID:

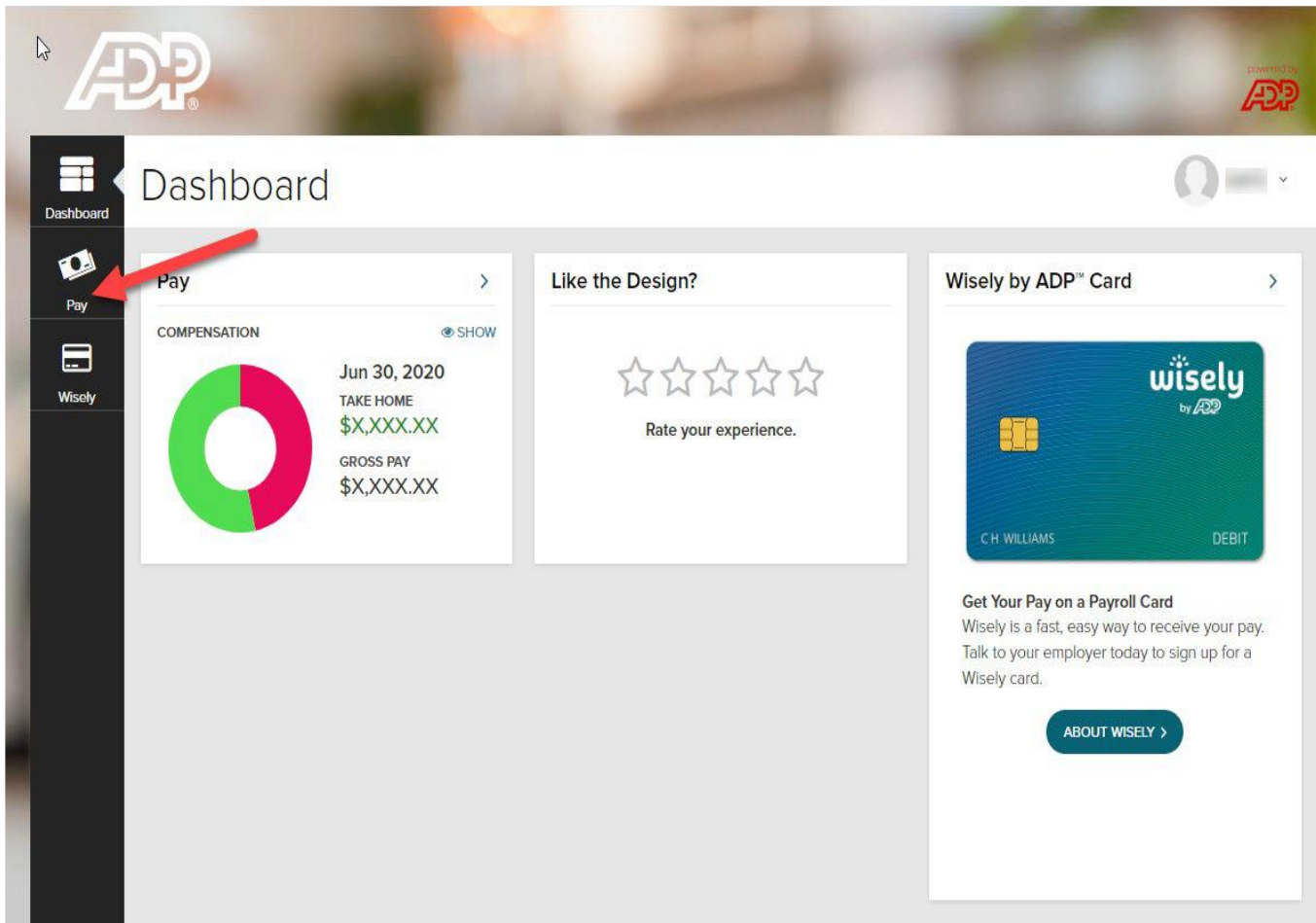
You can now sign into access and manage your accounts.

- MyADP >
- myALINE WebSite >
- iPayStatements >

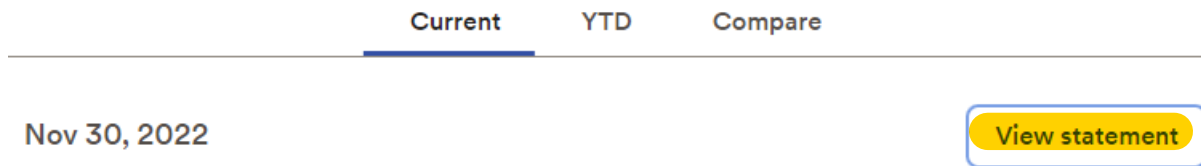
Stay connected with the ADP Mobile App to access your information on the go!



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.

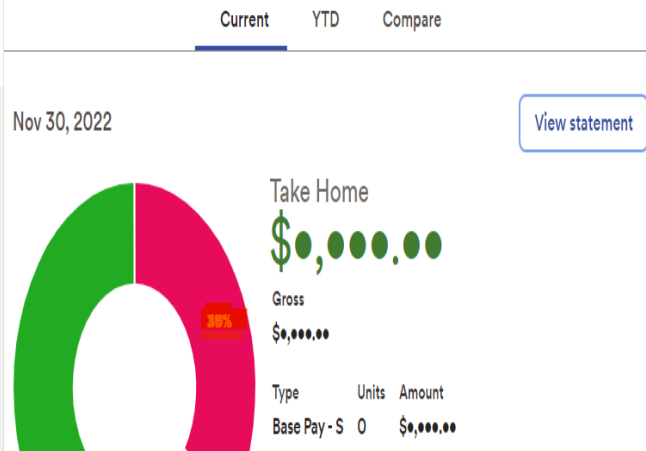


Select the "Tax Statements" on the right to view W2s

My Pay

Year 2022 (2) ▾

<input type="checkbox"/>	Nov 30, 2022 Take Home	Gross \$0,000.00
<input type="checkbox"/>	Oct 31, 2022 Take Home	Gross \$0,000.00



Wisely® by ADP >

Wisely is a fast, easy way to receive your pay. Talk to your employer today to sign up for a Wisely® card.

About Wisely >

Tax Statements

Come back here to see your tax information