ADP User Registration

RUAN

Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You can register one of two ways.

1. Open Internet Explorer or Chrome and go to URL http://www.myadp.com
2. Open your App store on your smartphone and search for ADP Mobile Solutions and download. You may also use the QR code below!


(To use the QR code, open your camera and place it in front on the QR. Once your camera is lined up with the QR code, your phone will open the App for you to download.)

Security Tip: To protect your personal information from fraud, be sure to use a known/trusted computer.

Once the ADP App has been downloaded, you can login using your ADP credentials OR create an account.

To create a login, follow the steps below.

1. Click on **Sign Up/Create Account**
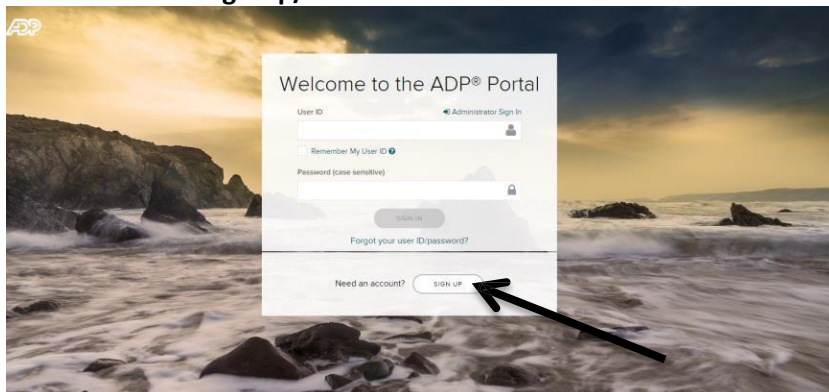
2. Select, I have a Registration Code. The registration code is **RUANS-1932**, click continue.

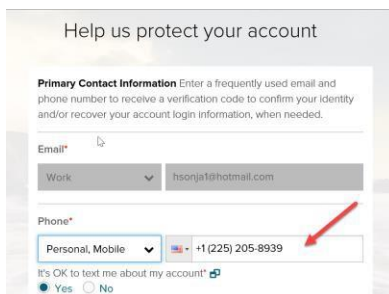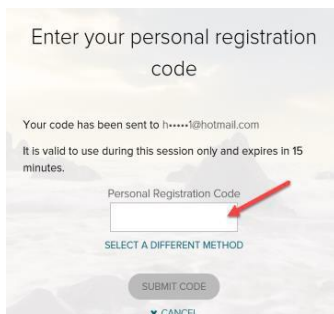3. Complete the identification information – name and SSN must be EXACTLY as appears on your pay stub today (as filed in ADP). Once filled out, select Continue

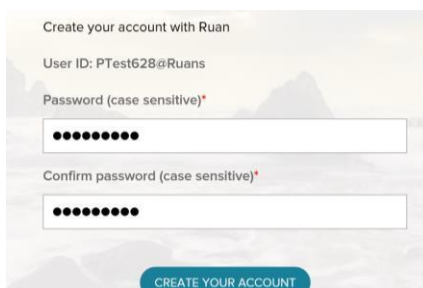4. Click "Send me an email" to continue the process.
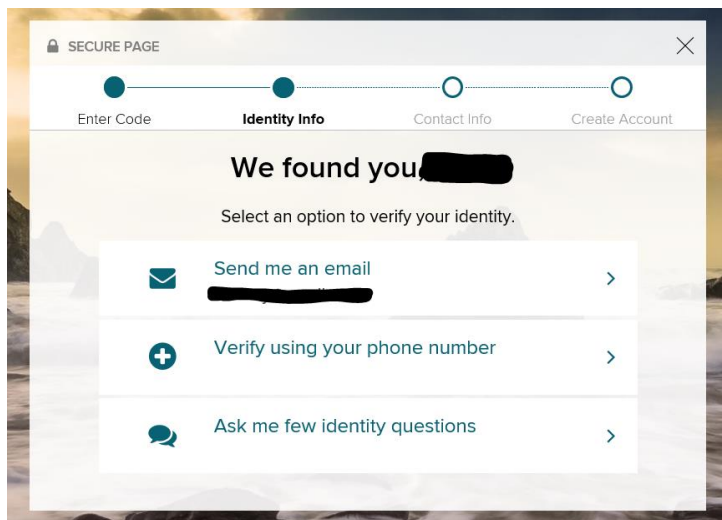
You will receive a PRC (Personal Registration Code) via email. Enter/Paste the code then hit the Submit Code button.

Enter a phone number: Use the drop-down arrow to select the type.

5. Create a password.

6. Select your security questions.

Once you have submitted your security questions and created a password, your account is setup!

You will use the assigned username and password (you just created) to view the following.

*   Paystubs
*   W2's
*   Clock in/out of eTime and request time off **(if applicable at your operation)**