Registration Quick Reference Card for Employees/Associates

This document reflects enhancements included in the Fall 2016 release!

Contents

Registration ................................................................. 2
Activate Your Email Address ........................................ 7
Activate Your Mobile Phone .......................................... 7
Forgot Your User ID/Password? ...................................... 8

Disclaimers:

• Employee registration does not apply to admin-only services such as General Ledger Interface, ADP Reporting, and Payroll QuickView.

• The registration process outlined in this document does not apply to RUN Powered By ADP® Employee Access®.
**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.

**Before You Begin:** You will need your registration code and the URL ([https://my.adp.com](https://my.adp.com)) to access your ADP service login page.

**IASIS Registration Code:** IHC1-Online

**Security Tip:** To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On the login page of your ADP service, click the link to register and create your ADP service account. Follow the instructions on the page.

Enter, IHC1-Online

If you do not recognize the name of your organization, select No and start over.
Enter your identity information and complete the Google™ reCAPTCHA challenge to continue.

**Important: Based on your organization’s setup, ONE of the options will apply.**

If you entered an Organizational Registration code, the information requested might vary based on your organization’s setup.

Enter Employee ID located on your paycheck or paystub under File (see screen shot below). **Do not use the leading zeros.** It should be a 6 digit number (blocked out on screen shot for security).

Another source to find your Employee ID is on the Meritain card, listed as Member ID. **Do not use the leading zeros.**

Click on the “I’m not a robot” check box and answer a quick challenge and prove you are human.

**Note:** The appearance of your challenge might vary slightly based on your browser and its settings.
Complete the Google™ reCAPTCHA challenge.

Available Fall 2016!

Sample Challenge

- Click on all the images that meet the required criteria.
- Select all responses that apply.

Need help?

- To get a new challenge, click the Refresh icon.
- To hear an audio challenge, click the Headphone icon.
- To learn more, click the Information icon.
Complete the information required on this page to continue.

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.
Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.
Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

![ADP Generated Message: Activate Your Email Address]

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code.

**Note:** In some countries, your activation process will differ; so, follow the instructions in the text message to activate your mobile number.

![ADP: Reply with code ####]
Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service login page to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Upon successful verification of the information that you entered, your user ID will be displayed.

Congratulations! You have successfully retrieved your user ID of your ADP service account.
To Reset Your Password
Select the "I don’t know my password" option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

Your security code

Select where you want to send the security code and click Send Code.

- 5555 (SMS text)
- J*****e@organizationxyz.com

Send the code to your email or mobile phone...

...and enter it here within 15 minutes.
If you don’t have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.