

ADP Employee Registration Quick Reference Card



(These instructions are for **inactive USF employees only**. Current employees should access ADP through the ADP tile in GEMS Self-Service. No registration is required for current employees as the information was migrated from GEMS).

Welcome! Register an account with ADP to access the services offered by your organization.

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

Registering with a registration code from your organization

1. **Set up your user ID and strong password to complete the registration process for your ADP service account.**
2. **On your ADP service website, (<https://my.adp.com>), click the "get started" link to Create Account.**
3. **Select I Have a Registration Code.**
4. **Enter the Organizational Registration code: **UNIVSFL-Register****
5. **Enter your identity information, such as First name, Last name, Date of birth, government-issued legal ID (SSN, EIN OR ITIN - US ONLY). Options available to you may vary slightly.**
6. **Based on your information requested during this process:**
 - a. **Enter the verification code sent to your email address or mobile number available on record.**
 - b. **You can also enter new phone number for identity verification.**
 - c. **You may be required to answer questions from public records.**
 - d. **If you are asked to enter empl ID, there is a 9 digit limit. Please drop the two leading zeros of the 11 digit empl ID.**
7. **Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.**

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



If you forget your login information, use the Forgot User ID/Forgot Password link on your ADP service web site to complete a quick verification and recover your information.