



## Registering a New Employee in RUN Powered by ADP®

1. From the RUN employee login page, [myaccess.adp.com](https://myaccess.adp.com), click Register Now.

Welcome!  
Please enter your User ID

User ID

Forgot your User ID? | Forgot your Password?

NEXT

First time user? **REGISTER NOW**

2. Complete all fields.

First, we need to verify your identity

First Name

Last Name

Date of Birth

Month  Day  Year

Social Security Number

3. Click Next.

First, we need to verify your identity

First Name

Last Name

Date of Birth

January  1  1988

Social Security Number

Register as a contractor (1099)

CANCEL **NEXT**

4. Complete all fields.

### Next, complete your registration

Create User ID (at least 8 characters)	Email
<input type="text"/>	<input type="text"/>
Create Password	Retype password
<input type="password"/>	<input type="password"/>
Security question 1	
<input type="text"/>	
Answer to Question 1	
<input type="text"/>	
Security question 2	
<input type="text"/>	
Answer to Question 2	
<input type="text"/>	
Security question 3	
<input type="text"/>	
Answer to Question 3	
<input type="text"/>	

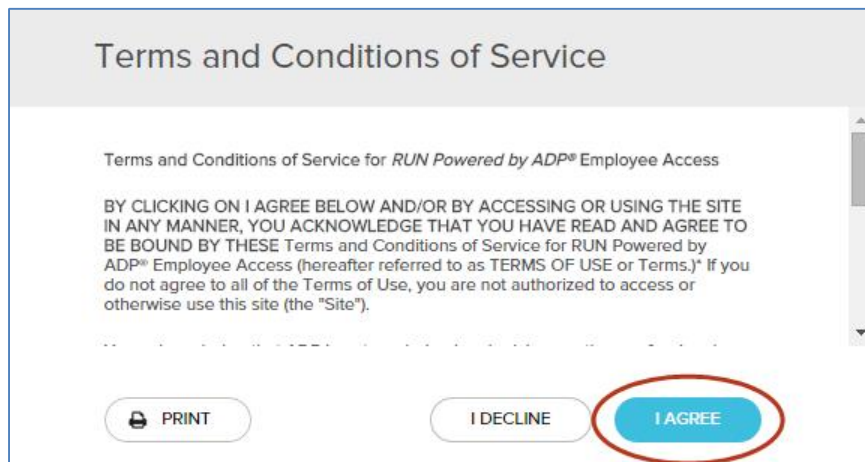
I have read and agree to the Employee Access [terms and conditions](#)

5. Click Next.

Create User ID (at least 8 characters)	Email
<input type="text" value="stevensmith"/>	<input type="text" value="StevenSmith@TestCompany.com"/>
Create Password	Retype password
<input type="password" value="*****"/>	<input type="password" value="*****"/>
Security question 1	
<input type="text" value="What was your childhood nickname that most people do not know?"/>	
Answer to Question 1	
<input type="text" value="Stevey Boy"/>	
Security question 2	
<input type="text" value="In what city was your mother born? (Enter full name of city only)"/>	
Answer to Question 2	
<input type="text" value="Townsvillefieldship"/>	
Security question 3	
<input type="text" value="What was the name of your first pet?"/>	
Answer to Question 3	
<input type="text" value="Spike"/>	

I have read and agree to the Employee Access [terms and conditions](#)

6. Read the Terms and Conditions of Service and click I Agree.



7. To access ADP Time & Attendance, click Time & Attendance.

