

Registering a New Employee in RUN Powered by ADP®

1. From the RUN employee login page, <u>myaccess.adp.com</u>, click Register Now.



2. Complete all fields.

First, we need to verify your identity			
First Name	Last Name		
Date of Birth	Social Security Number		
Month 🗸 Day 🗸 Year 🗸			

3. Click Next.

1

First, v	ve	n	ee	d to	V	eri <mark>fy</mark> yo	our id	entity
First Name			Last Name					
Steven						Smith		
Date of Birth						Social Security	/ Number	
January	•	1	•	<mark>1988</mark>	•		•	••••
Register as a	cont	racto	r (109	99)		CAN		NEXT



4. Complete all fields.

Create User ID (at least 8 characters)	Email	
Create Password	Retype password	
Security question 1		
		~
Answer to Question 1		
Security question 2		÷
Answer to Question 2		
Security question 3		
		•
Answer to Question 3		

5. Click Next.

Create User ID (at least 8 characters)	Email
stevensmith	StevenSmith@TestCompany.com
Create Password	Retype password
Security question 1	
What was your childhood nickna	ame that most people do not know? •
Answer to Question 1	
Stevey Boy	
Security question 2	
In what city was your mother bo	rn? (Enter full name of city only) 🔹 👻
Answer to Question 2	
Townsvillefieldship	
Security question 3	
What was the name of your first	pet? *
Answer to Question 3	
Spike	
I have read and agree to the Er	nployee Access terms and conditions



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

Terms and Conditions of Service	
Terms and Conditions of Service for RUN Powered by ADP® Employee Access	
BY CLICKING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE Terms and Conditions of Service for RUN Powered by ADP® Employee Access (hereafter referred to as TERMS OF USE or Terms.)* If you do not agree to all of the Terms of Use, you are not authorized to access or otherwise use this site (the "Site").	
	*

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

Dashboard		Steven Smith @ TLM Serivce Test 1 🗶 LOG OUT
Pay	<u>~</u> 0	M Your Time
		TIME & ATTENDANCE
No pay statements available	no data	
	_	
DOWNLOAD PAY STATEMENT		
	Dashboard Pay No pay statements available downLOAD PAY STATEMENT	Dashboard Pay No pay statements available no data OWNLOAD PAY STATEMENT

ົ	ADP Time & Attendance Visual Guide - Registering a New Employee in RUN Powered by ADP
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