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.

During registration, you will establish your contact preferences and select an email address to receive security notification from your company or ADP. You can also activate your email address and mobile phone numbers to receive login information upon your request.

**Before You Begin:** You will need your registration pass code and the URL of your ADP service web site. Be sure to keep them handy. If you do not have this information, contact your company administrator for assistance.

On your ADP service web site, [WWW.PORTAL.ADP.COM](http://WWW.PORTAL.ADP.COM), click the link to register for ADP services. Complete the following steps, clicking **Next** to continue:

1. Enter the registration pass code. **The pass code is mydepauw-ipay.**
2 Enter your personal information to verify your identity.
   Note: The fields that are available on this page may vary based on your company setup.

3 Get your user ID and create your password to log in to your ADP service.
   Note: Depending on the ADP services your company is using, the option to create your user ID may be available.

User name is first initial of first name followed by full last name @mydepauw.
Example: John Smith is jsmith@mydepauw
4 Select three security questions and enter security answers to protect your account. Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

5 Enter your contact information to receive security notifications from your company or ADP. This is how ADP sends your activation code to you.
6 Enter the activation code you received from ADP.
   Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc.

7 Review your information and click Submit.

8 On the confirmation page, click Log In. Once registered, you can log in to your ADP service and manage your account information to keep it accurate.

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