

ADP Registration Instructions

ADP is where you can find pay stubs and pay history. W-2s are also available on ADP. You can access ADP through the **DirectMyCare.com** Dashboard by using the Paystub/W-2 button or directly at **myADP.com**. You can also use the **ADP mobile app**. The first time you visit **myADP.com**, you must register for an account. Please follow the steps below to get started.

Note: If you are a new employee, you cannot register until after you receive your first paycheck.

How to Access ADP

1. Go to myADP.com
2. On the Log into ADP screen, select **Create Account**. (Fig. 01)
3. Select **I have a Registration Code**.
4. Enter your registration code: **condirhold-register** (Fig. 02)
 - Select Continue.
5. Enter your personal information.
 - Select Continue.
6. Choose an option to verify your identity. You may choose to verify by:
 - Using your mobile number or
 - Answering a few identity questions
7. If you choose to verify using your mobile phone number, enter your mobile phone number and select **Verify Phone Number**. (Fig. 03)
8. ADP will send a verification code to your mobile phone. Enter the verification code. Select Continue. (Fig. 04)
 - If you did not receive a code select **Request a New Code** to have another code sent to your mobile phone.
9. Enter your email address and choose if you'd like to receive text or calls about your ADP account.
 - Select Continue.
10. Create a password for your ADP account. Accept the terms and conditions.
 - Select Continue.
11. The **account created** screen will load. On this screen you will see your User ID under the Account Created Please Sign In message. Your User ID will include condirhold at the end of it. Please take note of your User ID.
12. You may now sign into **myADP.com**

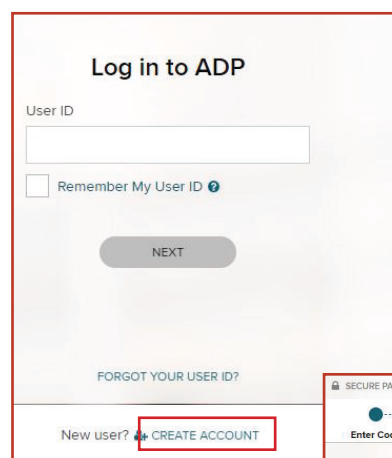


Fig. 01

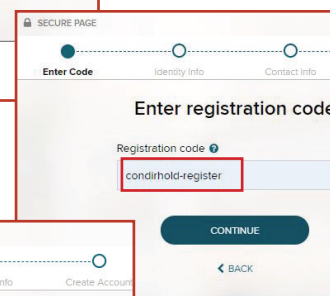


Fig. 02

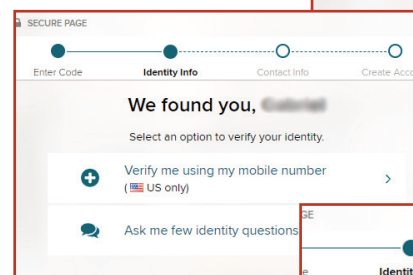


Fig. 03

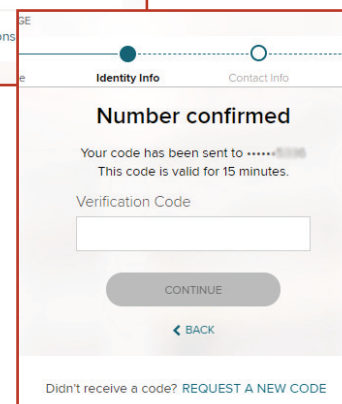


Fig. 04