

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 at myADP.com. 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. Click on this link: myADP.com

2. On the Log Into ADP screen, click **Get Started**

New user? Get started

3. Click **I Have a Registration Code**

I HAVE A REGISTRATION CODE

4. Enter your registration code: **condirhold-register**
Click **Continue**.

5. Enter your personal information. Click **Continue**.

6. Select an option to verify your identity. You may choose to verify by:

- Using your mobile number or
- Answering a few identity questions

Sign in to ADP

User ID
[Input Field]
☐ Remember User ID
Next
Forgot your user ID?
New user? Get started

Enter registration code

Registration code
condirhold-register
CONTINUE
BACK

Let's get started

First, we'll need your information so that we can create your account with Consumer Direct Holdings, Inc.

First name
Last name
Last 4 Digits of SSN, EIN, or ITIN
Birth month, day, and year
Month Day Year
CONTINUE

We found you, [Name]

Select an option to verify your identity.

- Verify me using my mobile number (US only)
- Ask me a few identity questions

7. If you select to verify using your mobile phone number, enter your mobile phone number and click **Verify Phone Number**.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Enter your mobile phone number

We will send you a code after verifying the phone number belongs to you. Message and data rates may apply.

Personal mobile phone
+1 [Input Field]

VERIFY PHONE NUMBER
BACK

8. ADP will send a verification code to your mobile phone. Enter the verification code. Click **Continue**.
If you did not receive a code, click **Request a New Code** to have another code sent to your mobile phone.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Number confirmed

Your code has been sent to [Phone Number]
This code is valid for 15 minutes.

Verification Code
[Input Field]

CONTINUE
BACK
Didn't receive a code? REQUEST A NEW CODE

9. Enter your email address and select if you'd like to receive texts or calls about your ADP account. Click **Continue**.

10. Create a password for your ADP account. Accept the terms and conditions. Click **Continue**.

11. The next screen will display your User ID and prompt you to log in. 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.