Always connected on-the-go.

The ADP® Mobile App allows you to easily review your benefits, HR and payroll data anywhere, anytime. The app allows you to securely access your information for real-time updates and self-service management, right at your fingertips.
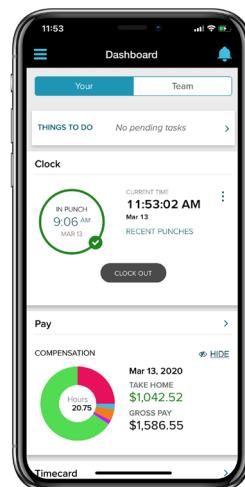
First, let's get you registered into the ADP Mobile App:

- Download the app from your App Store, or by scanning the QR code in this document.
- Sign in with your credentials, don't have them? Create some, here's how:
  1. On the app click **NEW? GET STARTED**.
  2. Click **YES** if you have a registration code. Don't have one? Skip to step 4.
  3. Enter the code given by your administrator.
  4. Enter your personal information: First name, last name, employee/associate ID, government-issued legal ID (SSN for US only) and date of birth (Options may vary).
  5. Based on your information, you may be required to answer questions from public records or enter a verification code sent to your email or mobile number.
  6. Enter your contact information – email address and mobile number – to receive account notifications and confirm your identity when needed.
  7. Set up a user ID and a password to complete the registration process.
- You're all set! Log in with your credentials and access all your information.

What can you do on the ADP Mobile App*?

- Update personal information.
- View pay statements and Forms W-2.
- Manage direct deposit and tax withholdings.
- Clock in/out and submit time sheets.
- View time off balances and submit/approve requests.
- Make benefit enrollments/view your benefits.
- Access MySolutions for self-service knowledge articles, forms and case inquiry support.

Feature availability may vary based on your employer.

Having some issues with the registration process? Here are some troubleshooting tips:

- Look for a welcome email(s) from @adp.com.
- Don't see them in your inbox? Be sure to check your spam folder.
- Confirm your e-mail address with your Administrator.
- Got your e-mails but codes are not working? Remember codes sent by ADP are case sensitive.
- Make sure to have the latest update of the ADP Mobile App downloaded on your mobile phone.

Download at:

Download on the App Store

GET IT ON Google Play

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