

My ADP Resource Login – Employee Quick Reference Guide

FIRST TIME REGISTRATION

You should have received a Registration Pass Code in your New Hire Packet. This code is used for first time registration only and will not be needed once you have successfully completed the registration process.

1.	Click on the Register Now link on the My ADP Resource login page www.myadpresource.com
2.	Enter your Registration Pass Code: <u>Please contact Kim Parker, Director of Business Operations, at kparker@wisestaff.com for the Registration Pass Code.</u>
3.	Verify your identity by entering your name, month and day of birth and the last four digits of your Social Security Number
4.	Make note of your User ID and create a password. Your password is case sensitive.
5.	Select and answer three security questions. These will be used for resetting your password and/or retrieving your User ID should you forget them in the future
6.	Provide contact information. At least one email address is required, but the more contact information you provide, the more methods you will have available to retrieve your User ID and/or password later
7.	You will receive an activation code to each of the email addresses and phone numbers that you authorized ADP to send login information to. On the next screen, enter these activation codes in their respective fields
8.	Review the information you've entered and Submit
9.	A confirmation e-mail with your User ID will be sent to the notification email address you provided
10.	Log in to myadpresource.com using the Employee/Mgr login button

RETRIEVING YOUR USER ID AND PASSWORD

1. Retrieve your User ID and password. Go to: www.myadpresource.com
2. Click on the Forgot My Password or Forgot my User ID
3. Follow the instruction to retrieve either your password or User ID
4. The term 'User ID' and 'Username' may be used interchangeably.
5. If you are unable to retrieve this information, contact Employee Service Center 800-554-1802 or esc@adp.com.