



Mobile Federated Single Sign On (SSO)

Getting Started Guide for Employees

Version 3.2

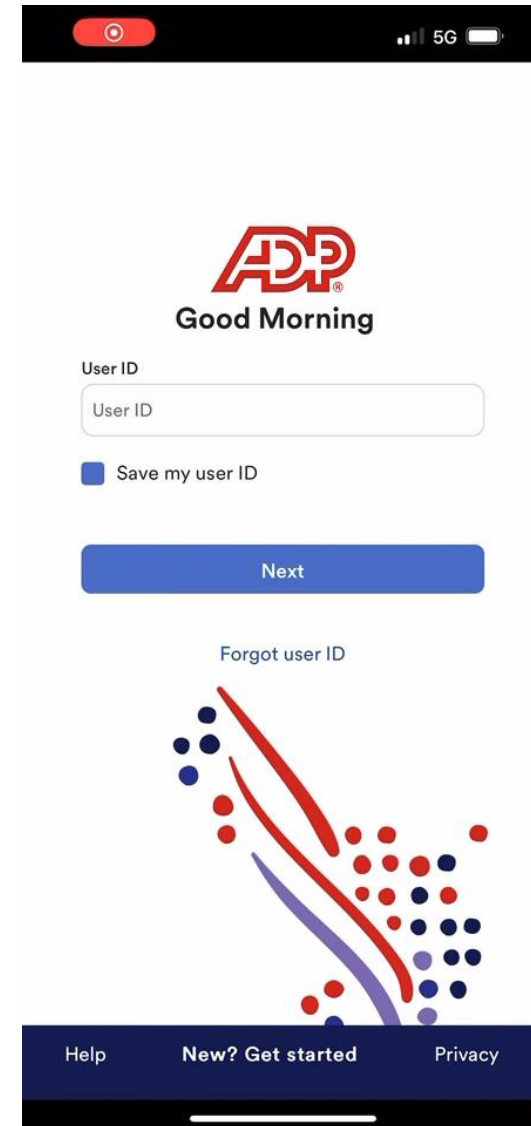


Start here

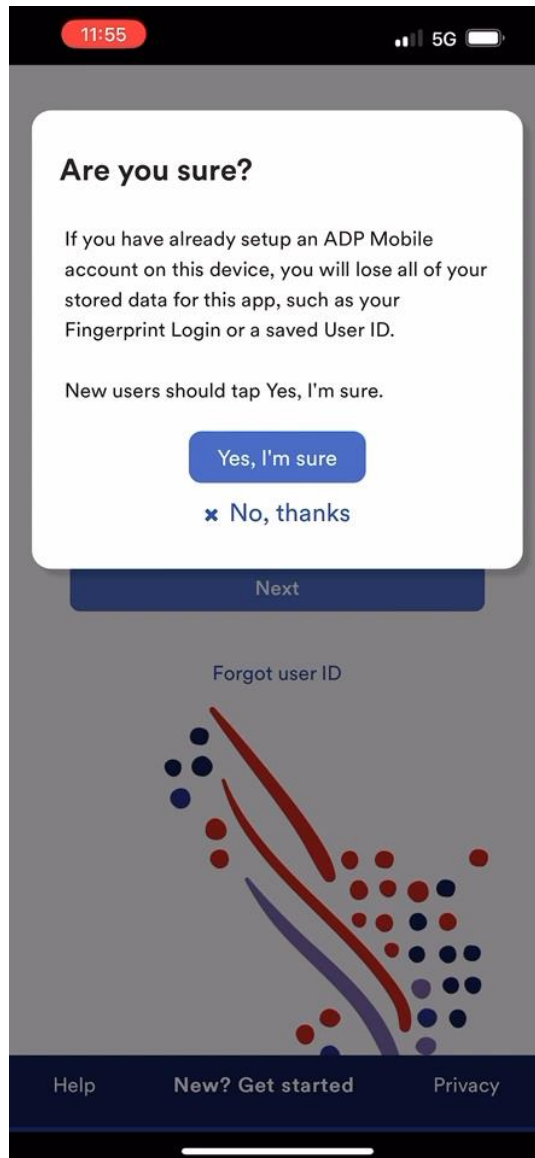
1. Scan the QR code to download the ADP Mobile Application.



2. Launch the ADP Mobile app on your smart phone and tap **New? Get Started** at the bottom of the screen.



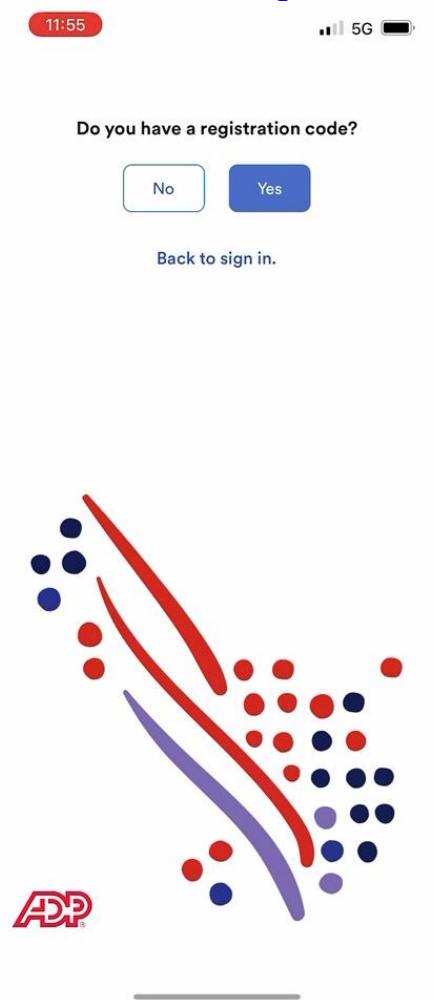
3. Tap **Yes, I'm Sure.**



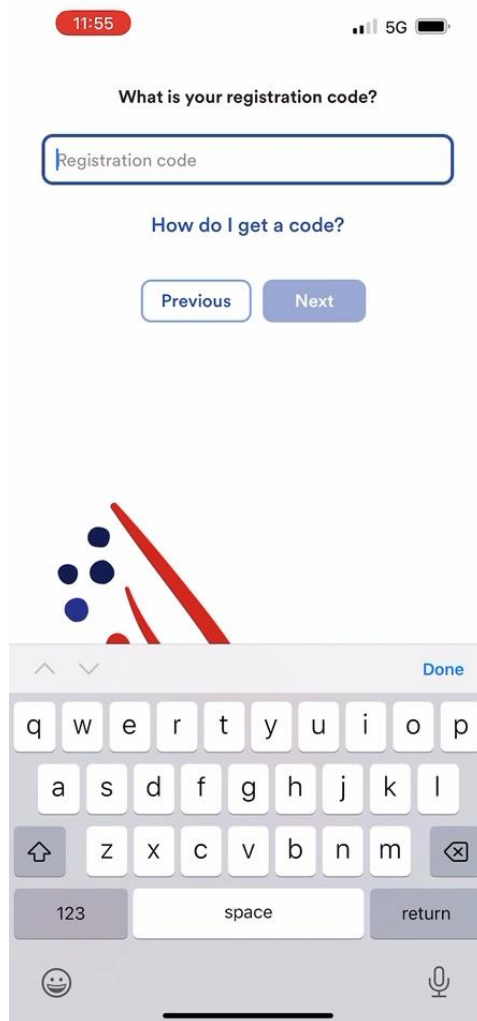
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4. **Registration Code:**

Please check with your administrator for your organization code, or you may have received a code in and email from ADP (SecurityServices_NoReply@adpcom) and select **Yes**. Organizations not using registration codes select **No** and skip to [User Information Registration](#).



5. Enter your registration code: **universf0a-adp**



11:55 5G

What is your registration code?

Registration code

How do I get a code?

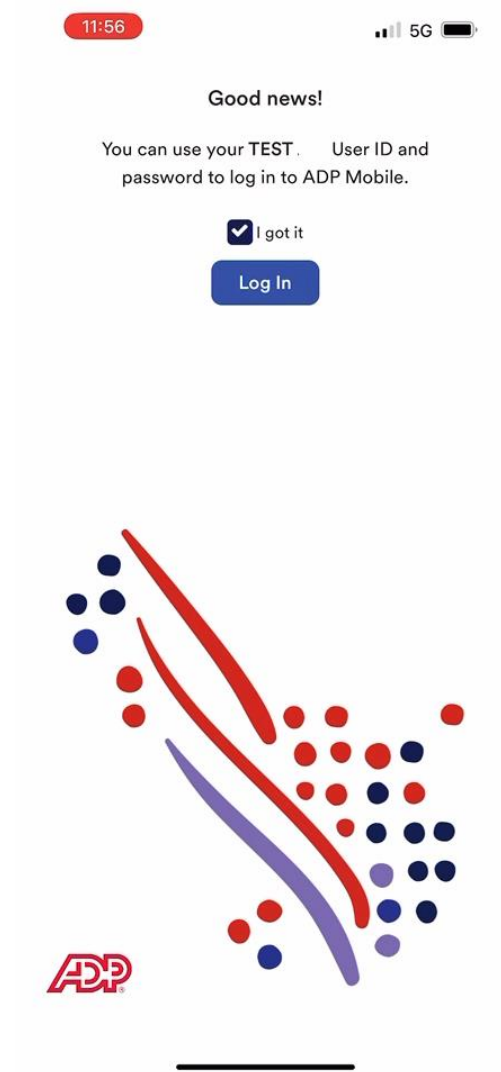
Previous Next

Done

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123 space return

ADP logo and decorative red and blue dots are visible in the background.

6. Select 'I got it' and Login.



11:56 5G

Good news!

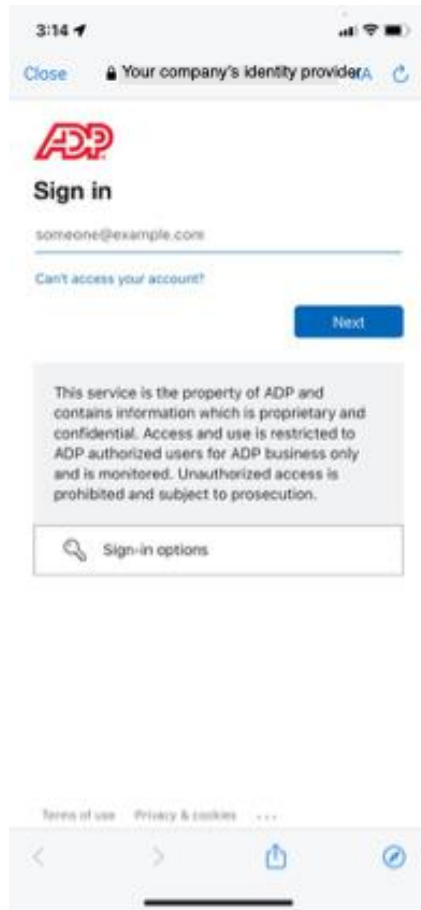
You can use your TEST User ID and password to log in to ADP Mobile.

☒ I got it

Log In

ADP logo and decorative red and blue dots are visible in the background.

7. Enter the login user ID and password that you use to sign in to your company's network or Identity Provider and tap **Next**.

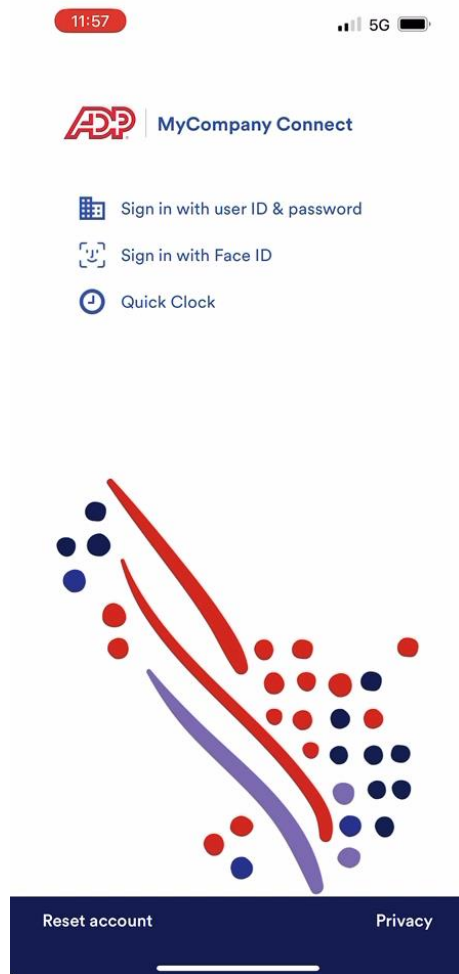


The screenshot shows a mobile app interface for signing in. At the top, there's a status bar with the time 3:14 and various icons. Below that, a header bar contains a 'Close' button, a lock icon, and the text 'Your company's identity provider'. The main content area features the ADP logo, the text 'Sign in', and a text input field containing 'someone@example.com'. Below the input field is a link that says 'Can't access your account?'. A blue 'Next' button is positioned to the right of the input field. A grey box contains a disclaimer: 'This service is the property of ADP and contains information which is proprietary and confidential. Access and use is restricted to ADP authorized users for ADP business only and is monitored. Unauthorized access is prohibited and subject to prosecution.' Below this box is a 'Sign-in options' section with a magnifying glass icon. At the bottom, there are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu. The very bottom shows a standard mobile navigation bar with back, forward, and other icons.

8. You will then be authenticated in the MyADP app.

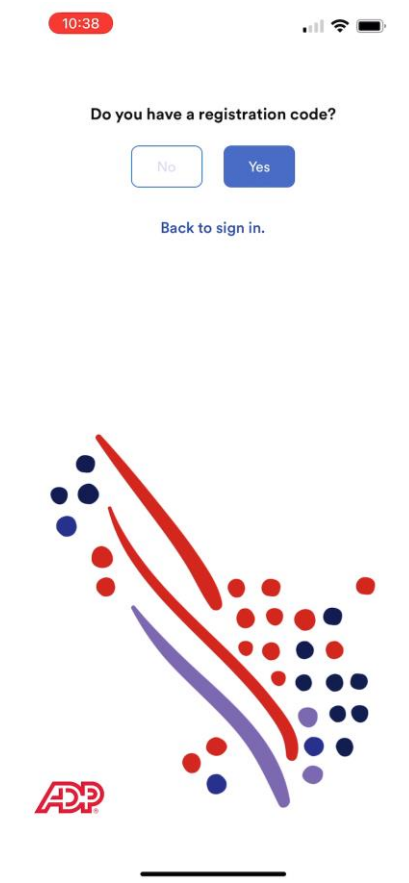


9. When you log in for future sessions, you can use one of the biometric options available to you or use your User ID and password.

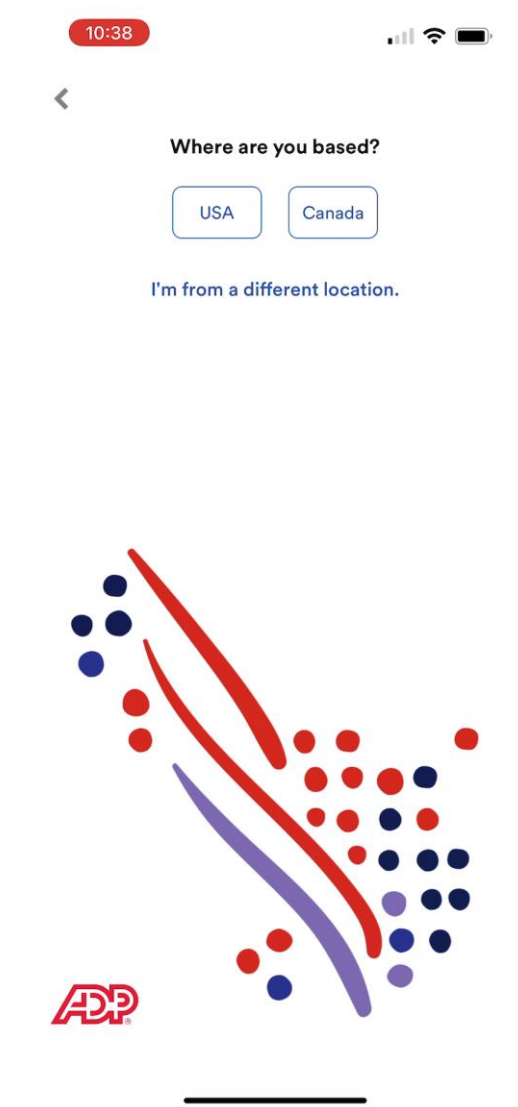


User information registration:

1. On the Do you have a registration code, tap **No**.



2. Select your country of residence (USA is shown in this guide).



3. Enter your name exactly as it exists in your company's records and tap **Next**.

10:38

What is your name?

Enter exactly as it is in your company's records.

First name

Last name

Previous Next

ADP

Done

4. Enter your date of birth and tap **Next**.

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10:38

What is your birth date?

Jun 11, 1990

June 1990 ▾

March	1987
April	1988
May	1989
June	1990
July	1991
August	1992
September	1993

Reset Done

ADP

Done

5. Enter the Employee ID/Associate ID provided by your company and tap **Next**. Alternatively, US residents can

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tap **I don't know my ID?** and then enter your Social Security Number.

6. Review the information you entered and tap **Confirm** if it's correct.

The first screen (10:38) displays the prompt "What is your Employee ID or Associate ID?" with a text input field containing "Employee or Associate ID". Below the field is a link "I don't know my ID?" and two buttons: "Previous" and "Next".

The second screen (10:39) displays the prompt "Enter your Social Security Number (SSN), EIN or ITIN." with a text input field containing "SSN or ITIN". Below the field are two buttons: "Previous" and "Next".

Both screens feature a decorative graphic of red and blue dots and the ADP logo at the bottom.

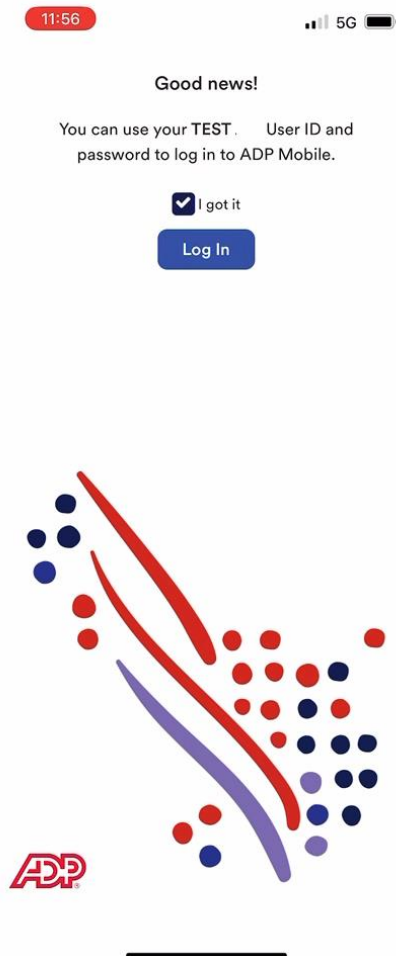
The screen (10:39) displays the prompt "Please review your information." followed by a list of user details, each with an edit icon:

- Name: Susan M Dearborne
- Date of birth: 06/11/1974
- SSN/EIN/ITIN: XXXXXXXX
- Employee/Associate ID: 0000000036

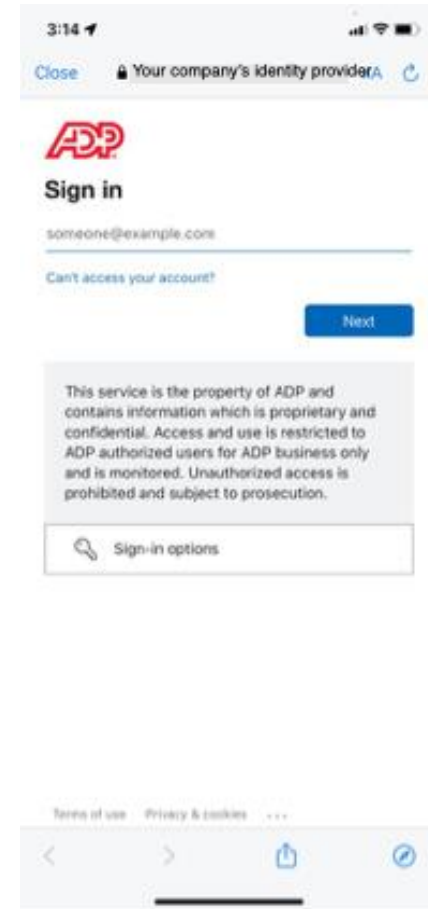
At the bottom are two buttons: "Previous" and "Confirm".

The screen features the same decorative graphic and ADP logo as the previous screens.

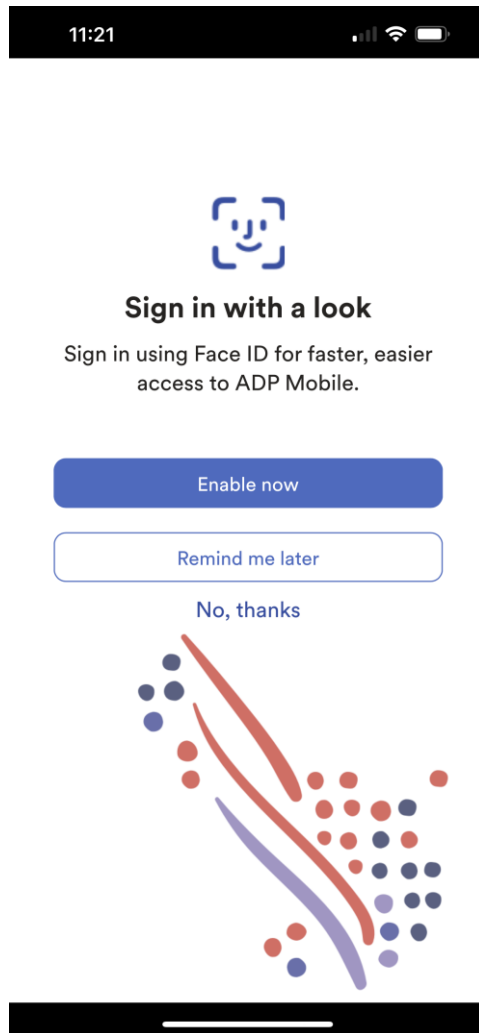
- ADP verifies the information you entered against the information available in your company records. Upon successful verification, check **I Got it**, and tap **Log In**.



- Enter the login user ID and password that you use to sign in to your company's network or Identity Provider and tap **Next**.



- If you're a first-time user, you must accept the Terms and Conditions. Then on the MyCompany Connect page, tap **Enable Now** to enable biometric login for faster access. The biometric options available to you will vary based on your mobile device.



Congratulations! Your set up is complete and you can access your ADP services on your mobile device.

10. When you log in for future sessions, you can use one of the biometric methods available to you or sign in with your user ID and password.

