



ADP New Account Registration

Register an account with ADP to access your pay stubs and W-2 form anytime you are not on the Memorial Health network. Let's get started!

Set up your user ID and strong password to complete the registration process for your ADP service account.

- 1 Go to <https://my.adp.com> and click "Get started" at bottom of window.
- 2 Select "I have a registration code."
- 3 Enter this code: **MEMHIL-payroll1**.
- 4 Enter your Social Security number and date of birth (month two digits, day two digits, year four digits).
- 5 Based on the information requested during this process, for security purposes:
 - Enter the verification code sent to your email address or mobile number.
 - You can also enter a new phone number for identity verification.
 - You may be required to answer questions from public records.
- 6 Add your primary contact information—a frequently used email address and mobile number to receive account notifications to verify and confirm your identity, when needed.

Congratulations! Use your user ID and password to log in to your account and access your information on the ADP website or ADP Mobile app.

To stay connected with your information, download the ADP Mobile App on your cell phone by scanning the QR code below to access your information on the go.



If you forget your login information, use the [Forgot User ID/Forgot Password](#) link on your ADP service web site, [adp.com](https://my.adp.com), to complete a quick verification and recover your information.