



Quick Reference: MyADP Registration



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Purpose

Instructional guide on registering for MyADP.

Document History

Revision Date	Summary of Changes	Author
04/17/2024	Creation of document	N Callow
06/11/2024	Update contact information	M Rizzio
07/09/2024	Updated registration information	M Rizzio

Approvals

This document required the following approvals:

- List all Position Titles in approval order with over all approver at end



Distribution

This document requires dissemination to the following:

- All store, hospitality, and corporate employees
- https://intranet.nexad.nexweb.us/N/Pages/MyADP_Home.aspx

Equipment/Systems

The following equipment and systems are required in the execution of this SOP

- MyADP

Definitions

- List any acronyms

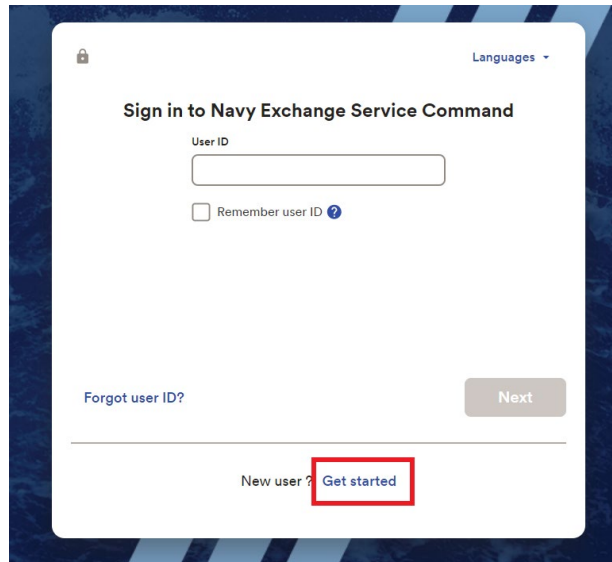
Registration

If you haven't yet registered, you must do so from your desktop or mobile device before you can access MyADP.

Registration Steps

Step 1

- Visit <https://my.adp.com>
- Bookmark/ save this link as a favorite in your browser!
- Click GET STARTED

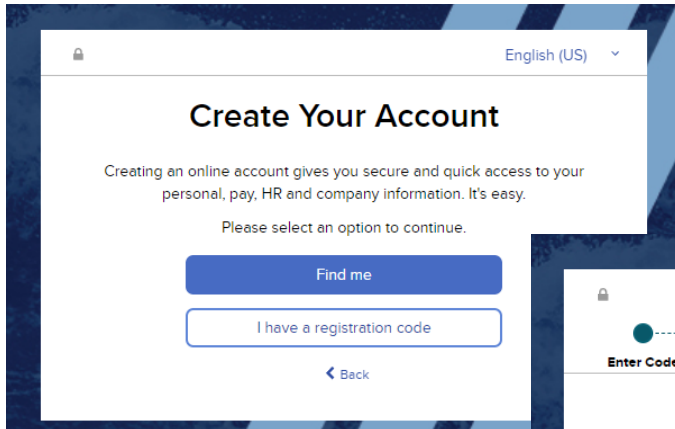


- a. If you are presented with a Sign in as a different user link, click that and then click GET STARTED

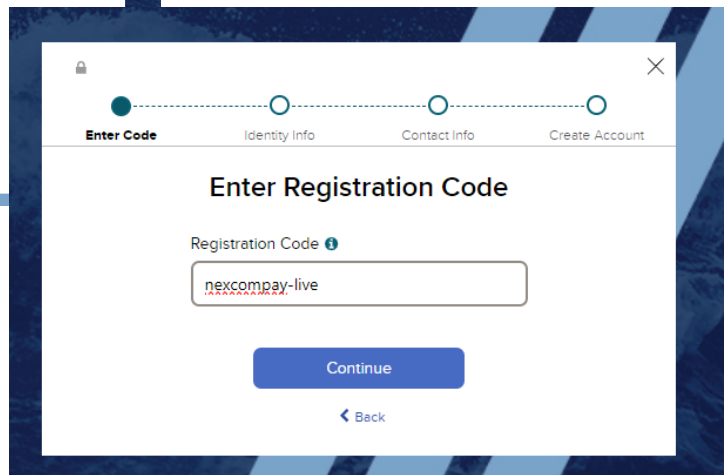


Step 2

- Click **I HAVE A REGISTRATION CODE**
- Enter the registration code: **nexcompay-live**
- Click NEXT



This screenshot shows the 'Create Your Account' page. At the top right, there is a language selector set to 'English (US)'. The main heading is 'Create Your Account'. Below it, a subheading states: 'Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.' A prompt follows: 'Please select an option to continue.' There are two buttons: a solid blue 'Find me' button and a white button with a blue border labeled 'I have a registration code'. A '< Back' link is at the bottom.



This screenshot shows the 'Enter Registration Code' page, which is the second step in a four-step process. A progress bar at the top indicates the steps: 'Enter Code' (active), 'Identity Info', 'Contact Info', and 'Create Account'. The main heading is 'Enter Registration Code'. Below it, the label 'Registration Code' is followed by a help icon. A text input field contains the code 'nexcompay-live'. A solid blue 'Continue' button is positioned below the field. A '< Back' link is at the bottom.

Step 3

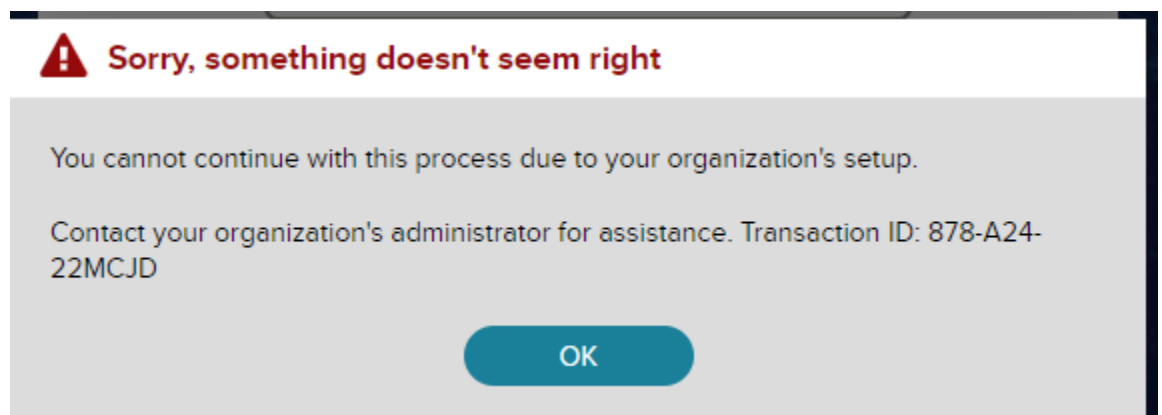
- Enter your personal identity information
 - When asked for last 4 of SSN, EID or ITIN use SSN
- Click CONTINUE

The screenshot shows a registration window titled "Let's Get Started". At the top, a progress bar indicates four steps: "Enter Code", "Identity Info" (current step), "Contact Info", and "Create Account". The main heading is "Let's Get Started". Below it, a message states: "First, we'll need some information to create your account with Navy Exchange Service Command". The form contains the following fields:

- First Name ***: A text input field with the placeholder "FirstName".
- Last Name ***: A text input field with the placeholder "LastName".
- Last 4 Digits of SSN, EIN, or ITIN ***: A text input field with four dots "...." and a lock icon on the right.
- Birth Month and Day ***: Two dropdown menus. The first shows "January" and the second shows "01".

A blue "Continue" button is located at the bottom of the form.

- **If you receive the following error, reach out to HR.** The information in your PeopleSoft profile is what is being sent over to MyADP for registration.





HR has to correct the email address in PeopleSoft. Once HR has updated, give it two days before trying to register again. If you are still experiencing issues with registration at that time, a helpdesk ticket needs to be submitted for Code I to validate your email address for registration.

- You may be asked to complete additional verification, if required:

Option 1: Receive and enter a code within 15 minutes if your email address or mobile phone number is unique within the organization, and you have access to it

Option 2: Answer identity questions if your email address or mobile phone number is not unique within your organization's records, or you do not recognize or have access to them

Step 4

- Add your frequently mobile phone number in order to receive account notifications. It is optional to add Backup Contact Information. Any changes to email addresses to include the addition of your work email address, need to take place by your HR representative within PeopleSoft.
- Click CONTINUE

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work @loreal.com

Phone*

Personal, Other US +

Backup Contact Information Add additional email/phone where you can be reached.

Email

Personal

Phone

Work, Mobile US +1

[ADD NEW PHONE](#)

CONTINUE

Step 5

- Set up your User ID and Password for your account
- Click CREATE YOUR ACCOUNT.

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account' (which is the current step, marked with a checkmark). The main heading is 'One more step, [redacted]!'. Below it, a sub-heading says 'Let's set up the login information for your account with [redacted]'. The form includes fields for 'User ID' (with a blue outline), 'Password (case sensitive)' (with a red asterisk), and 'Confirm password (case sensitive)' (with a red asterisk). A note states: 'Password must be 8 - 64 characters long and contain letters, numbers, and special characters.' Below the password fields is a checkbox for 'Accept Terms and Conditions' with the text 'I have read and agree to the Employee Access Terms and Conditions.' At the bottom, there is a button labeled '✓ CREATE YOUR ACCOUNT' which is highlighted with a blue border.

The screenshot shows a 'SECURE PAGE' with a large green checkmark icon at the top. The main heading is 'Your registration is complete!'. Below it, the 'User ID:' is displayed next to a redacted box. There are two links: 'Sign-in to complete additional tasks' with 'MyADP' and 'ADP Vantage HCM' as options. A section titled 'Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.' contains two input fields for email and phone numbers. Below that is a section 'Add ADP Services' with a note: 'One or more ADP services require some information before you can use them.' and a link '>> Enterprise eTIME'. At the bottom, there is a link 'Provide your information' and a footer that says 'Stay connected with the ADP Mobile App to access your information on the go!' with 'Download on the App Store' and 'GET IT ON Google Play' buttons.

Your registration is now complete!
Use your User ID and Password to access MyADP.
Click MyADP to log in.

Forgot your MyADP User ID/ Password?

If you forgot your user ID, you can use the FORGOT YOUR ID? link on the MyADP login page.

- Enter your legal first and last name (not a nickname), and an email address and/or mobile phone number associated with your account
- Upon successful verification of the information you entered, your User ID will be displayed

To reset your Password, enter your MyADP User ID and click NEXT:

- Click FORGOT PASSWORD?
- Enter your mobile number or email address associated with your account to receive a verification code and follow the prompts to reset your password.

Upon successful verification of your responses, you will have the option to Sign In to MyADP or continue to create your new Password and use it to log in.

The image displays two screenshots of the MyADP login interface. The left screenshot shows the 'Forgot User ID' form, which includes fields for 'First Name', 'Last Name', and a 'Choose One' section with radio buttons for 'Email' and 'Mobile number'. Below these is a text input field for 'Your email' and buttons for 'Next' and 'Cancel'. The right screenshot shows the 'Sign in to Navy Exchange Service Command' form, which includes a 'User ID' field with the placeholder 'username@nexcompay', a 'Remember user ID' checkbox, a 'Password' field, and buttons for 'Forgot password?' and 'Sign in'. At the bottom, there is a link for 'New user ? Get started'.



Contact Information

Operations Support

For questions or additional guidance on the material covered in this document, please contact [Operations ADP Support](#).