

# Employee Registration for ADP



Welcome! Register an account with ADP to access HSHS pay slips and tax documents. Documents are available beginning with 2022 documents.

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

## Registering with a registration code from your organization

1. Set up your user ID and strong password to complete the registration process for your ADP service account.
2. On your ADP service website URL: <https://myadp.com>, click "**Get Started**" next to New User? .
3. Select "**I Have a Registration Code.**"
4. Enter the Personal Registration code: **HSHS1-myadp (no spaces)**
5. Enter your identity information, such as First name, Last name, Date of birth, government-issued legal ID (SSN), or your Employee ID.
6. Based on your information requested during this process:
  - a. Enter the verification code sent to your email address or mobile number available on record.
  - b. You can also enter new phone number for identity verification.
  - c. You may be required to answer questions from public records.
7. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.

If you need assistance with registration, please contact: [HSHSPayroll@hshs.org](mailto:HSHSPayroll@hshs.org)

Congratulations! Use your user ID and password to log in to your account and access your information on <https://myadp.com> and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and 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 to complete a quick verification and recover your information.**