



ADP Retirement Services

RETIREMENT USER GUIDE: YOUR ONLINE PLAN ACCOUNT



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WHO SHOULD USE THIS GUIDE?

Before you get started, Let's make sure this guide is right for you.



You should use this guide if:



You are registering for an ADP User ID and Password through **My.ADP.com**

and



You are a newly-hired employee who has never completed an online registration for an ADP User ID and password with any ADP product or service;

or



You are newly-eligible for your company's retirement plan and never registered for an ADP User ID and password with any other ADP product or service;

or



You are a current participant in your company's retirement plan who has not registered for an ADP User ID and password with any ADP product or service.

You do not need to use this guide if:



You have already registered an ADP User ID and password with another ADP product or service.

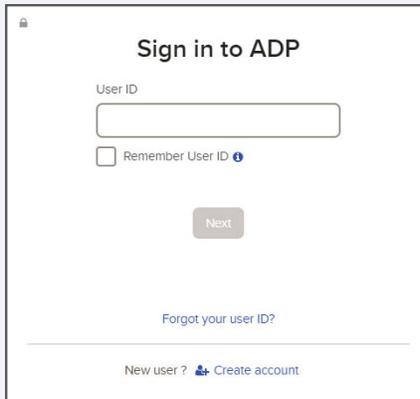
RETIREMENT PLAN ACCOUNT REGISTRATION

Follow the steps below to complete the online registration process to create your retirement plan account.

If your company offers other ADP products and services, you will be able to access all of your ADP accounts with one User ID and password.

1

Select **New User? Create account.**



2

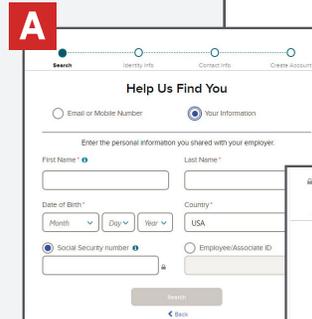
Select either **Find me** or **I have a registration code**

2A: If you select **Find me** you have the option to search for your information by entering your:

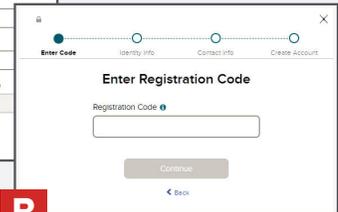
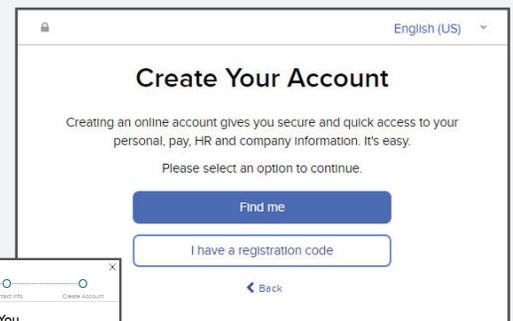
- email or mobile number
- First name, last name, date of birth, Social Security number or Employee/Associate ID

2B: If you select **I have a registration code** you will enter the registration code from your ADP Welcome/PIN letter.

A



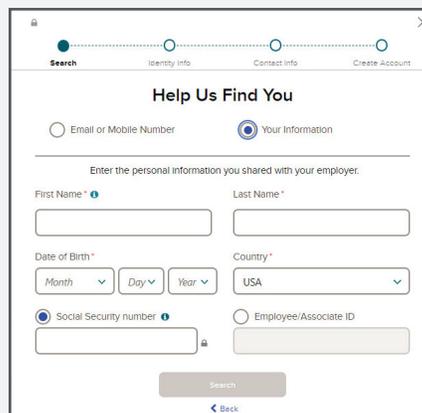
B



3

Protect your account.

As an added layer of account protection be sure to enter an active email address and mobile number. This will allow you to confirm your identify or recover your account login information, if necessary.



4

Final account creation

A few final steps are needed before your account is created:

1. Create your User ID and Password
2. Read and agree to the **Employee Access Terms and Conditions** and check the box
3. Click on **Create your account**

One more step.

Let's set up the login information for your account with

Create UserID *

Create Password *

Strongest

Confirm Password *

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

Create your account

5

CONGRATULATIONS!

Your registration is now complete and you can start using your online retirement account.

Account Created! Please Sign In.

User ID:

You can now sign into access and manage your accounts.

MyADP

Retirement Services

Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

myaccount@email.com

-1-

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store

GET IT ON Google Play



Download the ADP Mobile Solutions App for quick and easy access to your retirement plan.¹



ADP also offers a mobile website for employees with unsupported devices.

Visit <https://adp.com> or scan the QR code from the camera on your phone.



If Mobile is enabled for other ADP products, additional features will be displayed on the dashboard.

- 1 Sign in using the same ID and password you use for the participant website or any additional ADP services. If you have not previously registered for login credentials, please register in the participant website

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The screens displayed in this document may not look the same when you access your account if you have a single-sign-on account already established.

ADP, Inc. owns and operates the ADP participant websites and the ADP Mobile Solutions App. ADP, Inc. is a retirement plan recordkeeper and is not associated with your employer. By delivering this material, ADP, Inc. its affiliates and their employees ("ADP") are merely providing a service to clients of ADP Retirement Services and are not making any representations about or promoting the services of any third party, nor making any representations about or assuming any responsibility for the accuracy and/or content of these materials, except to the extent such materials specifically address or mention ADP and/or its services.

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