Registration Quick Reference Card for Employees/Associates

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Registration

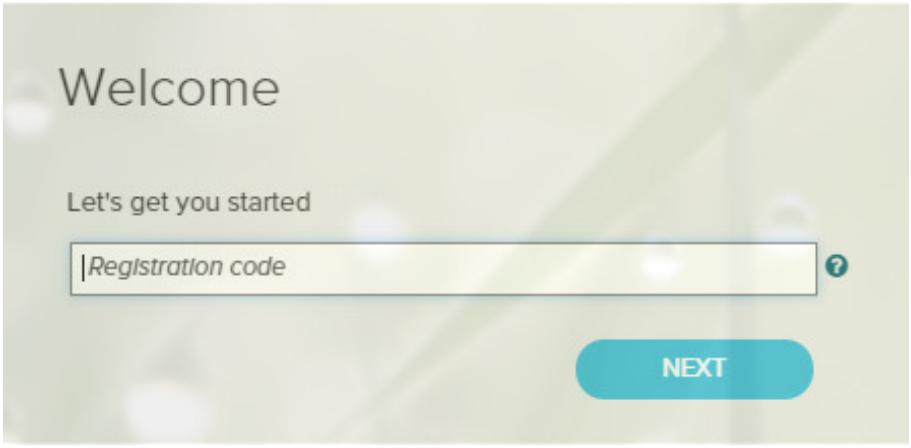
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code: **STW-Marv**

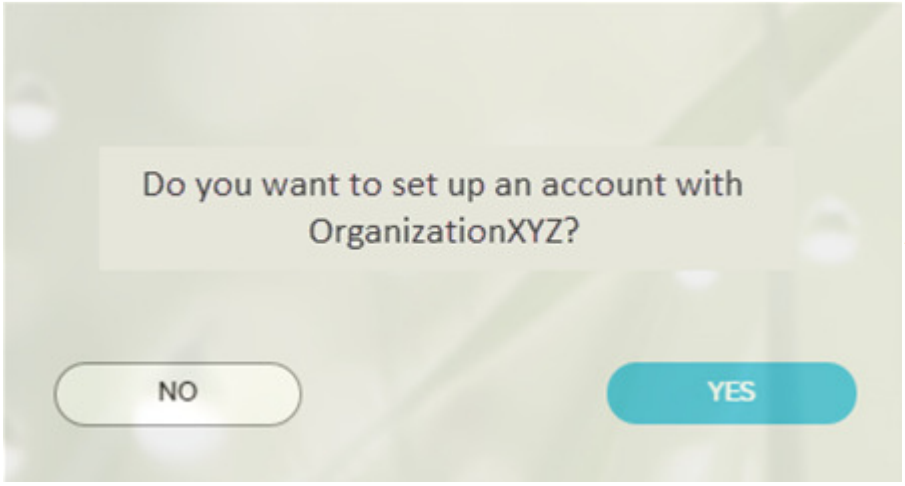
Please note, the registration code is case sensitive. And “Marv” is as in “Marvell”.

On the ADP service web site, click the following link to register for ADP services:

https://ipay.adp.com/iPay/login.jsf



Enter your registration code.



If you do not recognize the name of your organization, select No and start over.

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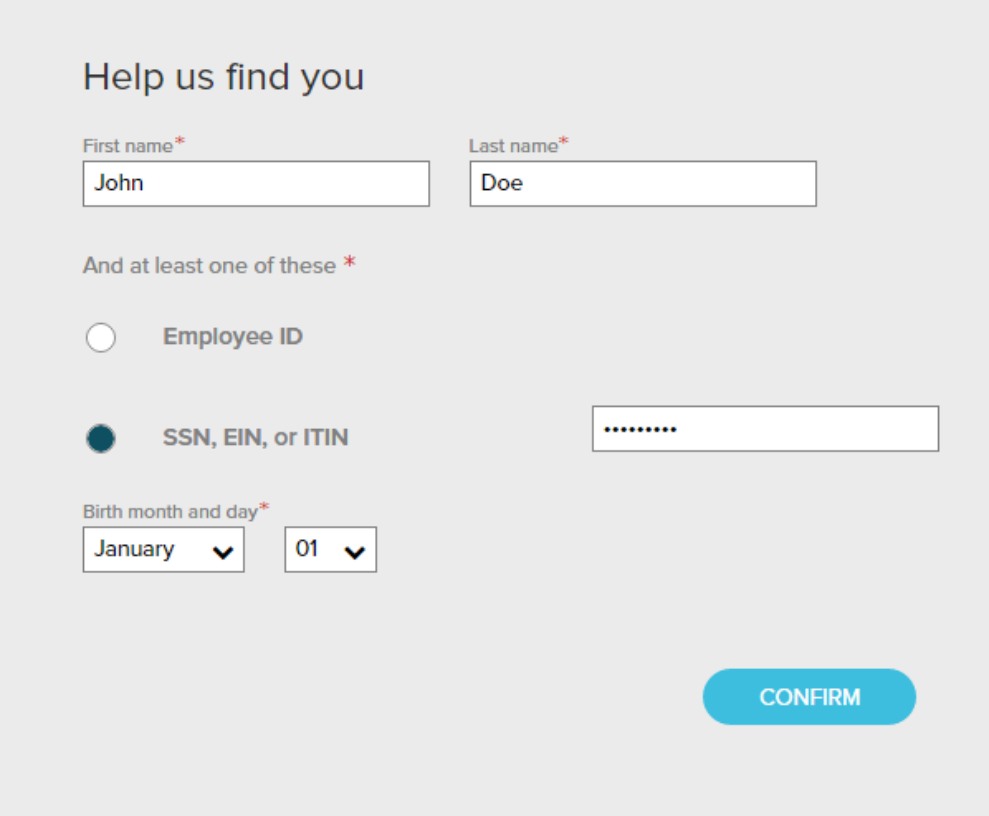
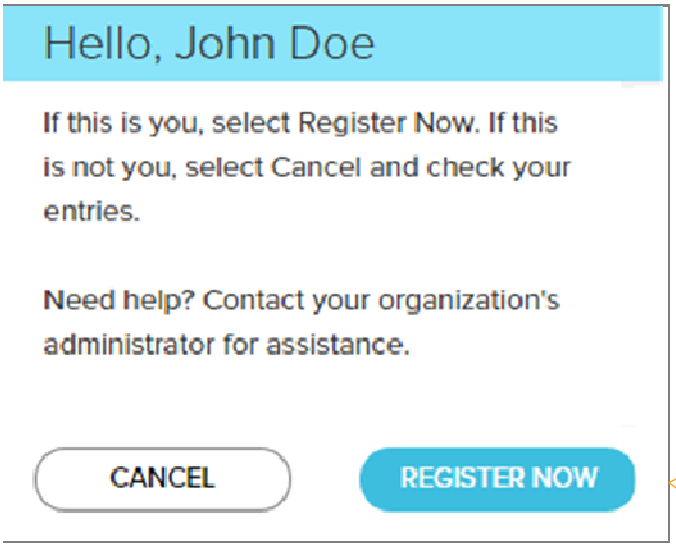
Enter your information to help us find you in our records.



The options available on this page might vary based on your organization's setup.



Click REGISTER NOW.

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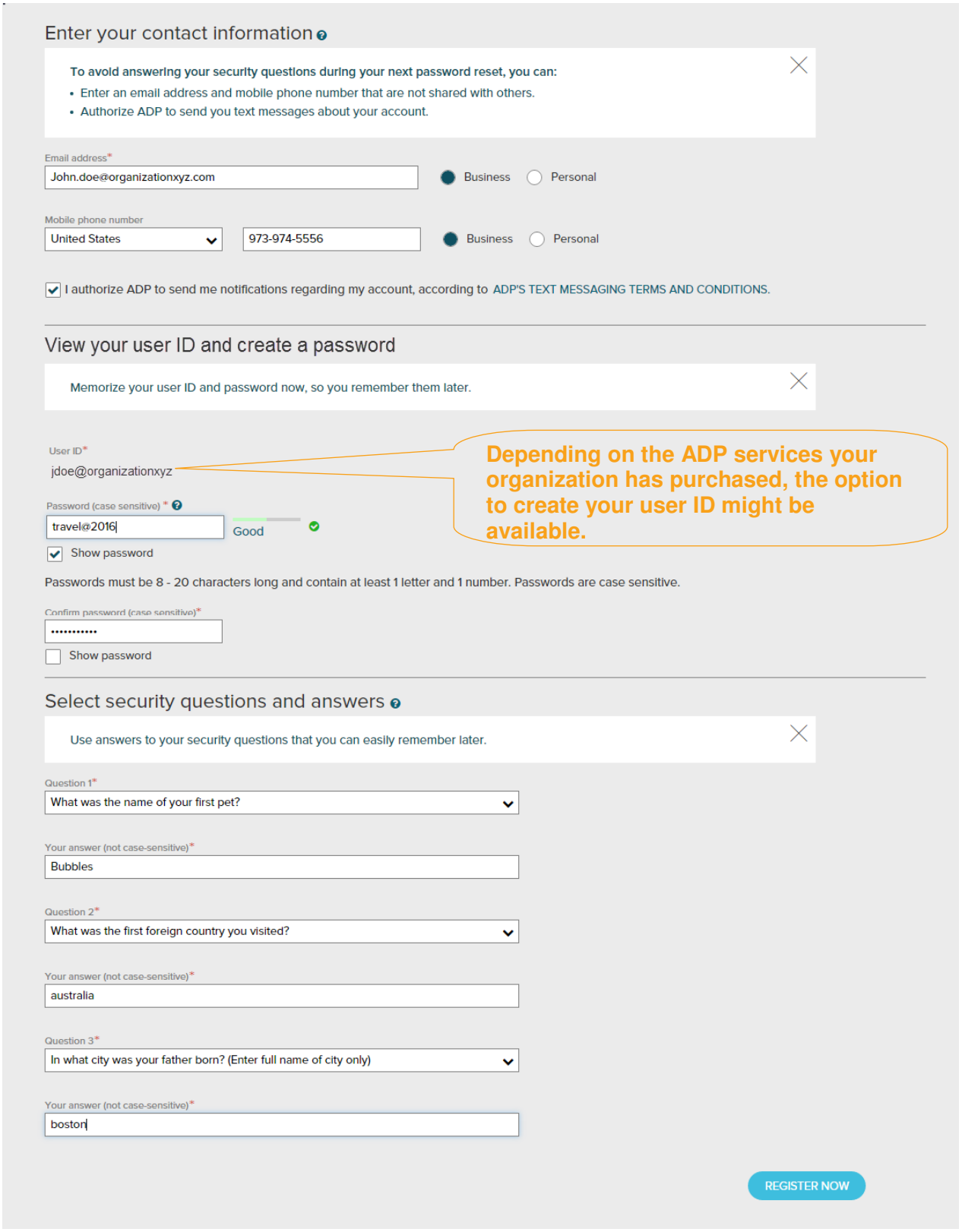
Complete the page and click REGISTER NOW.



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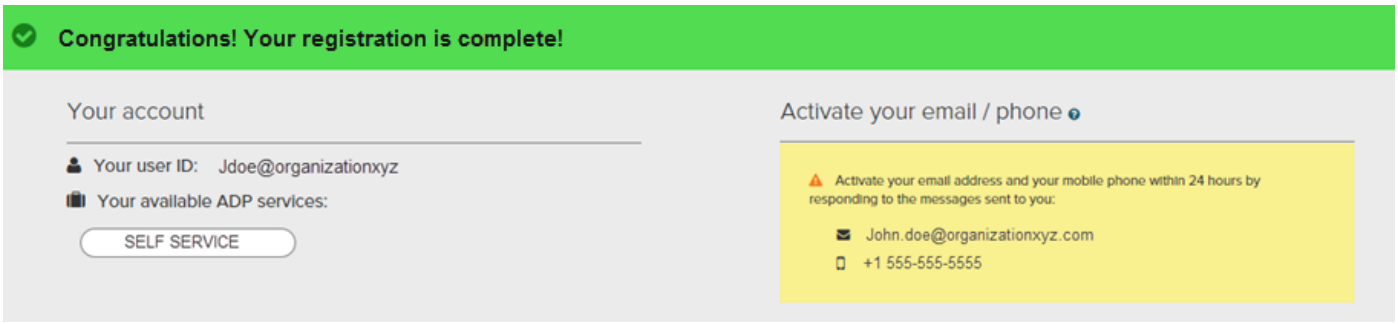

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.

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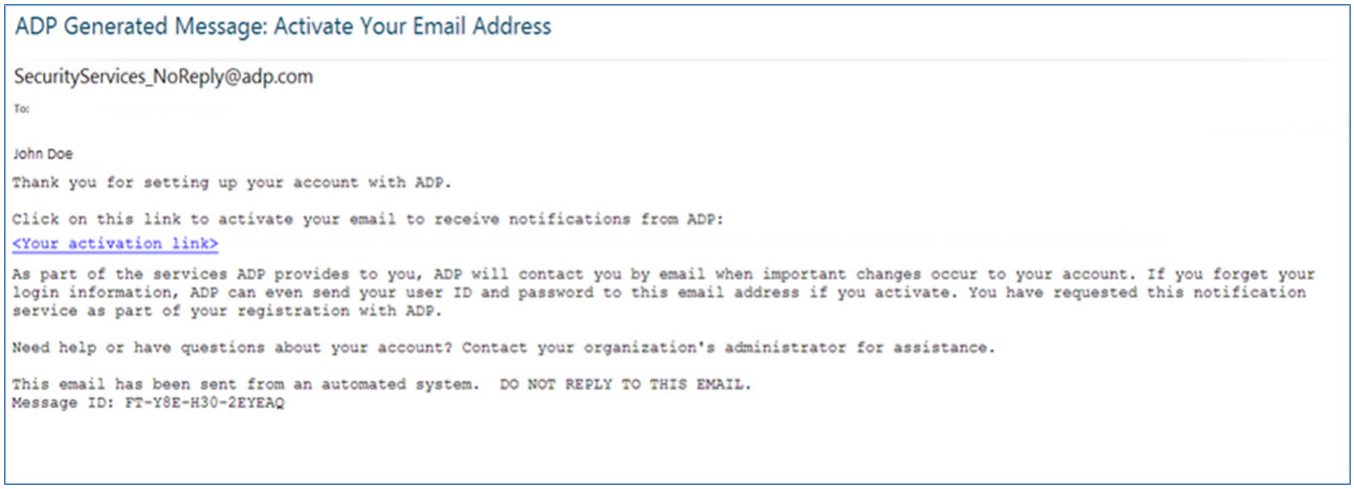
Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.



ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

<Your activation link>

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-Y8E-H30-2EYEAQ

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender “90206”; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.

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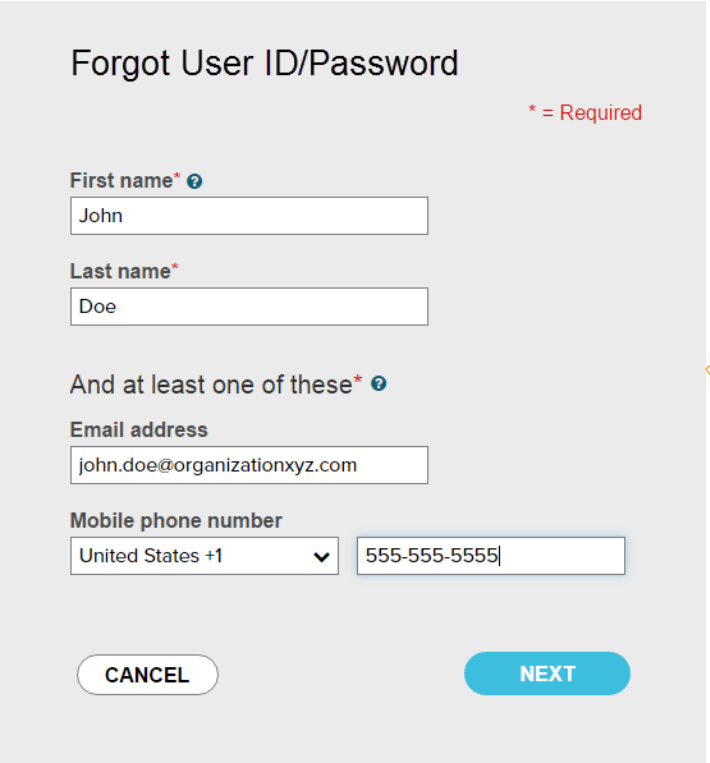
Forgot Your User ID/Password?

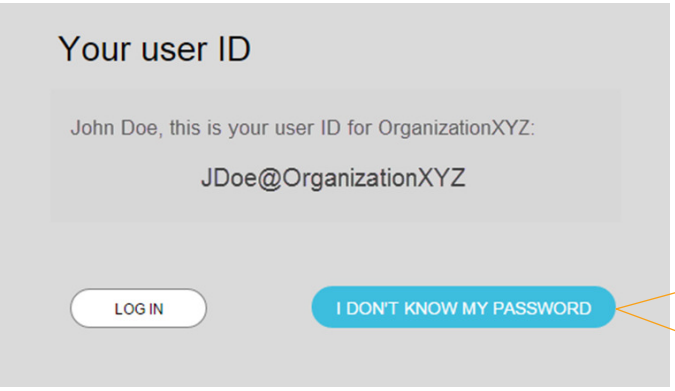
If you forget your login information, you can use the "**Forgot Your User ID/Password**?" link on your ADP service web site to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.



Enter your first name and last name exactly as they exist in your organization's records.

Enter an email address and/or mobile phone number associated with your account

Upon successful verification of the information that you entered, your user ID will be displayed.



Click I DON'T KNOW MY PASSWORD to reset your account password.

The process will be different for administrators / practitioners.

Congratulations! You have successfully retrieved your user ID of your ADP service account.

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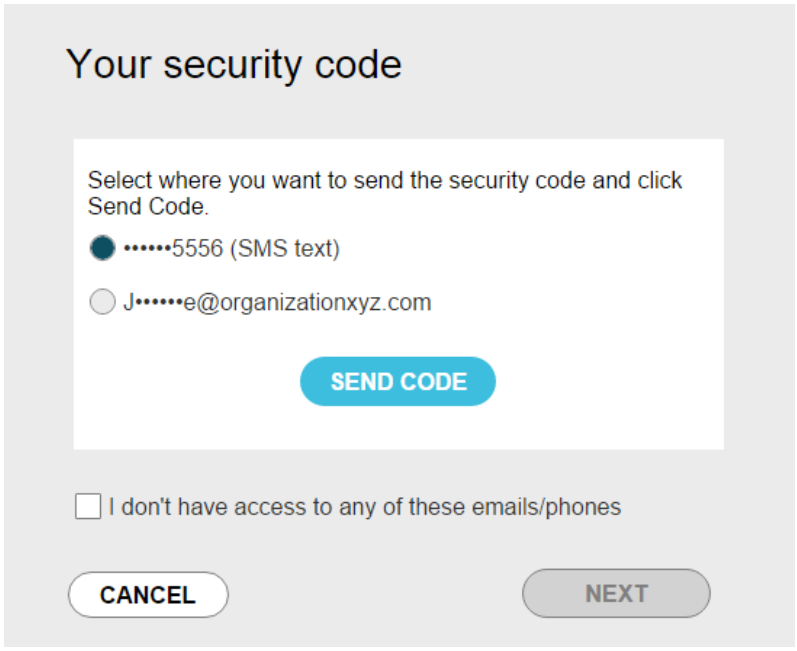
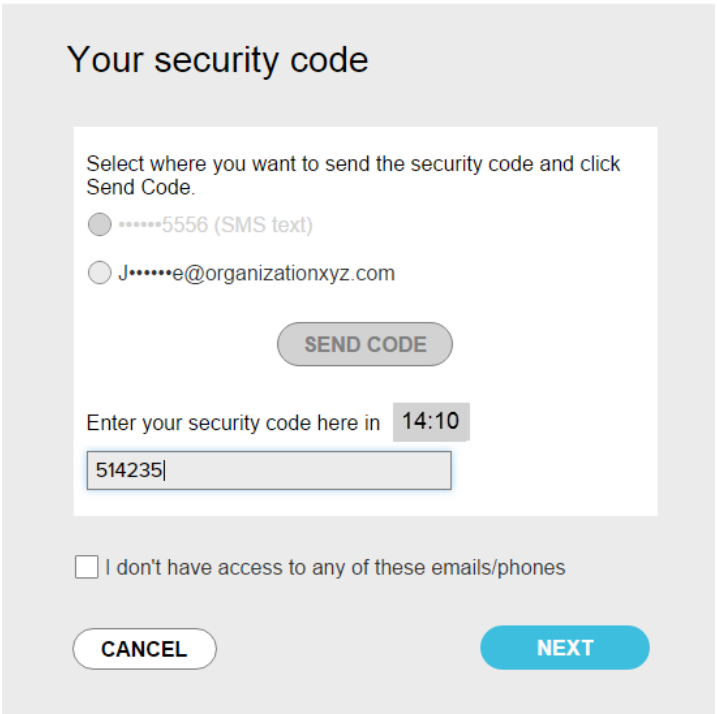
To Reset Your Password

Select the “I don’t know my password” option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.



Send the code to your email or mobile phone…

…and enter it here within 15 minutes.



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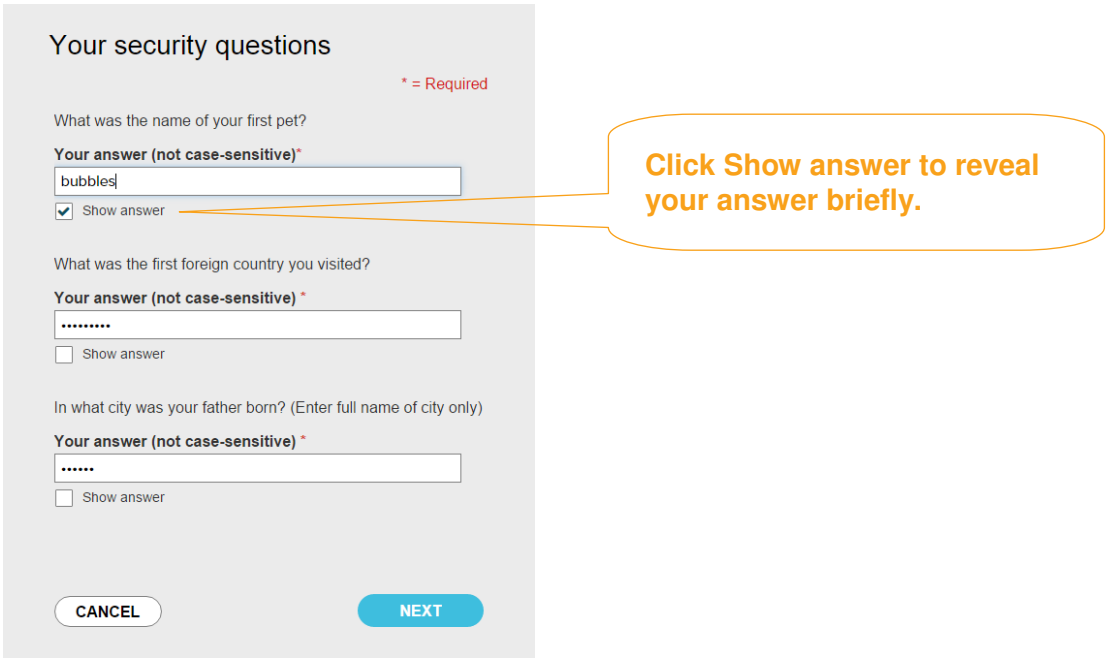
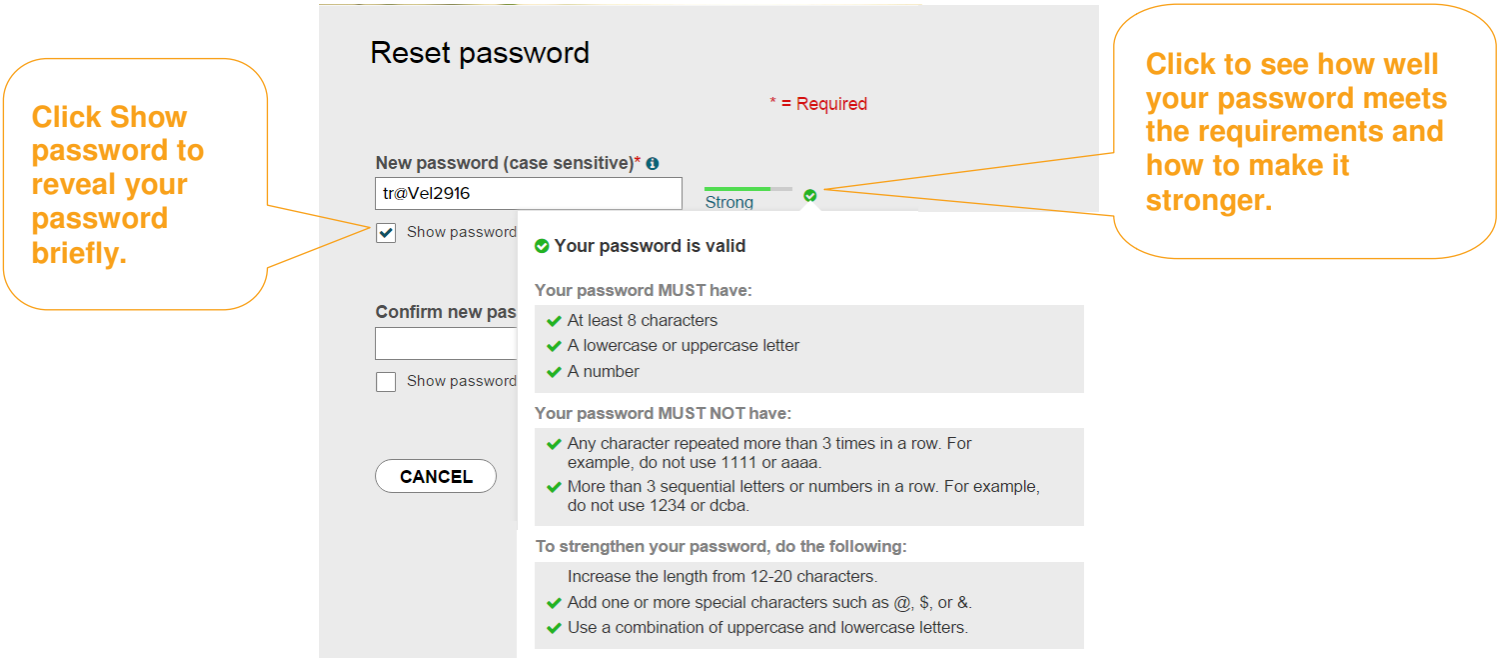
If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.



Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.



Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.

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