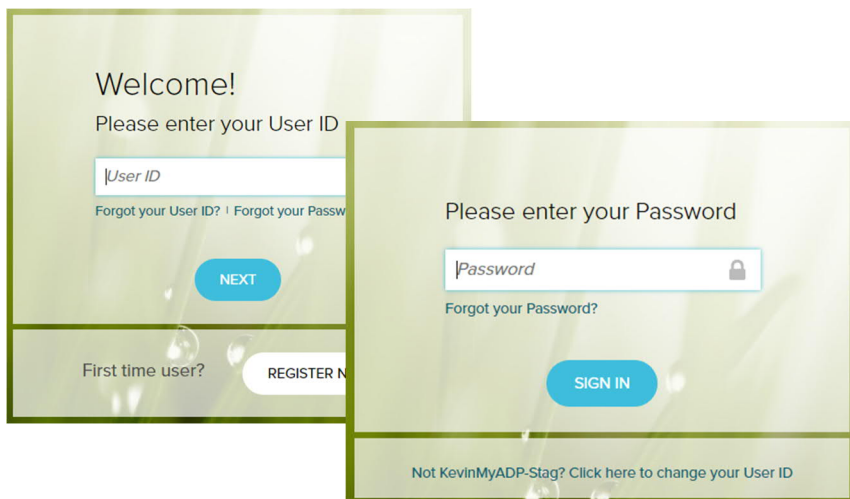


Employee Access® Signing In, Logging Out & Security

Before you Begin: If you haven't already, be sure to register for Employee Access. To learn how, see the [Quick Registration for Employee Access](#) guide.

Signing Into Employee Access

- 1 Go to myaccess.adp.com.
- 2 On the Welcome screen, enter your User ID and click **Next**.

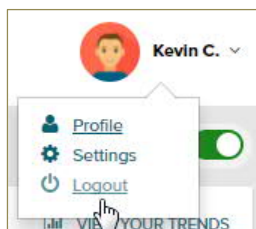


- 3 Enter your Password and click **Sign In**.

In Employee Access, the screen you see depends on the features set up for your company.

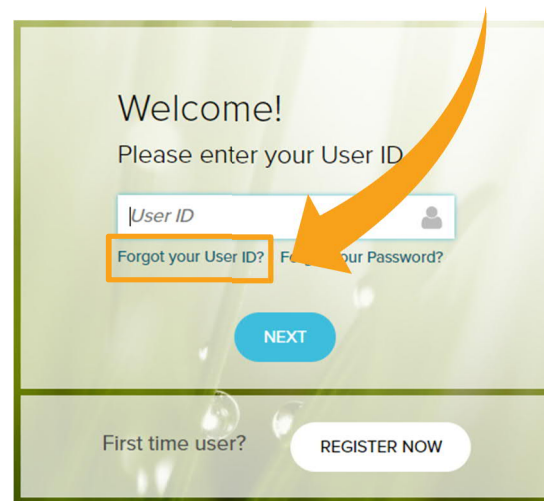
Logging Out

In the upper-right corner of Employee Access, click ▼ next to your name and select **Logout**.



I Forgot My User ID

- 1 On the Welcome screen, click **Forgot your User ID**.



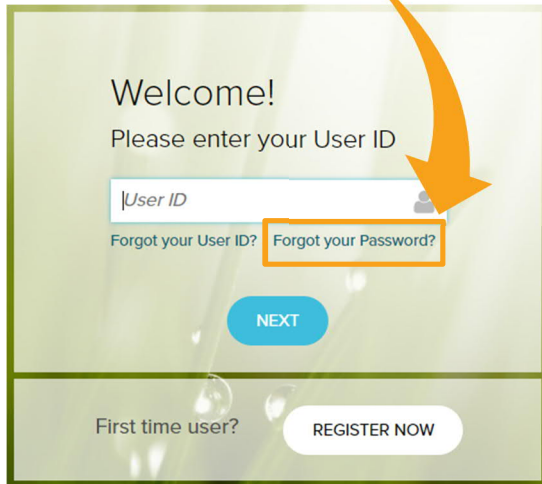
- 2 Enter your first name, last name, and email address and click **Next**.
- 3 Enter the answers to your security questions and click **Next**.
- 4 Your User ID is displayed for you. Click **Next** to continue signing in.

You'll receive an email confirming that you made the change.

If you get an email confirming that changes were made and you didn't make them, speak to your company's payroll contact right away.

I Forgot My Password

- 1 On the Welcome screen or the Password screen, click **Forgot your Password**.



- 2 For your security, you're asked to enter the answers to your security questions. You may be asked to enter additional personal information, which will be used only to verify who you are. Click **Next**.
- 3 Enter your new password twice and click **Save**.
- 4 Click **Next** to continue signing in.

You'll receive an email confirming that you made the change.

I'm Locked Out. Now What?

If you entered your password incorrectly 3 times in a row, you'll be temporarily locked out. If that happens, wait a little while and try again or try the **Forgot your Password** link.

If you continue to be locked out, have your employer contact ADP for assistance.

Password Rules

- Can be 8 to 20 characters long
- Are case-sensitive
- Can include upper and lowercase letters (A-Z and a-z), numbers (0-9), spaces (but not in 1st or last position), and special characters
- Must include at least 1 letter and 1 number

But they can't

- Include your User ID, last name, Social Security Number, EIN, ITIN, or the word 'password'
- Include the same character in 4 or more consecutive positions for example, AAAa is valid, but AAAA is not)
- Have 4 or more sequential characters, in ascending or descending order, in a row (for example, ABCD and 4321 aren't allowed)
- Be the same as the previous 4 passwords you used

Do Passwords Expire?

Passwords expire every 6 months (180 days). You'll be prompted to change your password when it expires.

For your security, an email is sent to the email under **Settings > Contact Preferences** whenever your password is changed.

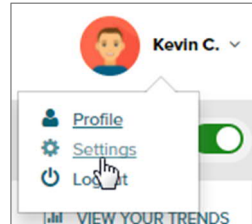
If you haven't signed in for more than 18 months, your account may be temporarily suspended. Please have your employer contact ADP for assistance.

Changing My User ID

If you change your user ID, you'll be logged out and you must use your new User ID and current password to sign into your account.

You can change your user ID only once within 24 hours.

- 1 In the upper-right corner of Employee Access, click ▼ next to your name, and click **Settings**.
- 2 On the User ID tile, click **Edit**
- 3 Enter your current password.
- 4 Enter a new user ID and click > **Check Availability**. If the user ID isn't available, try a different one.



User IDs: must be 4 to 50 characters and may include upper and lowercase letters (A-Z, a-z), numbers (0-9), and these special characters: - @ . _ (dash, at sign, period, underscore)

- 5 Click **Save**, and then click **OK** to confirm the change.
- 6 Review your new user ID and click **OK** to sign out.

You'll receive an email confirming that you made the change.

Changing My Password

- 1 In the upper-right corner of Employee Access, click ▼ next to your name, and select **Settings**.
- 2 On the Password tile, click **Edit**.
- 3 Enter your current password, and then enter your new password twice.
- 4 Click **Save**.

You'll receive an email confirming that you made the change.

Changing My Email Address

- 1 In the upper-right corner of Employee Access, click ▼ next to your name, and select **Profile**.
- 2 On the Personal Info tile, click **View**.
- 3 On the slider panel, click **Edit** next to your email address.
- 4 Type the correct email address and click **Save**.
- 5 In the upper left corner, click **Profile** to go back to the Profile page.

The new email address is now available in the list under **Settings > Contact Preferences** if you want to update it there as well. This email will be used for important security messages and forgotten login credentials.

Changing My Security Questions & Answers

- 1 In the upper-right corner of Employee Access, click ▼ next to your name, and select **Settings**.
- 2 On the Security Questions tile, click **Edit**.
- 3 For security purposes, enter your current password.
- 4 Choose 3 different security questions and enter your answers.

Be sure to choose answers that are meaningful to you, so you'll remember them. They don't have to be true.
- 5 Click **Save**.

I Forgot My Security Questions & Answers

Ask your company's payroll contact to reset them for you.