

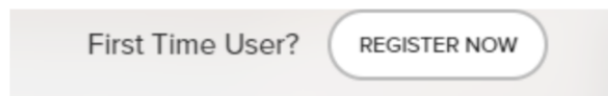
ADP Registration Instructions

All CCRES staff are able to access their earnings statements and W-2 forms 24 hours per day, 7 days a week at my.adp.com provided by our payroll provider, ADP.

My.ADP.com allows employees to view their pay information over the internet on ADP's secure web site. Earnings statements are available for viewing and can be printed or saved electronically. Pay information remains available to employees for three years. All CCRES staff are required to register on ADP's website to view their earnings statements.

How to Register on My.ADP.com

1. After you are entered into ADP by CCRES Payroll, you will receive an ADP generated email message from **SecurityServices_NoReply@adp.com**, requesting you to register to get access to ADP Services. The subject line will be: **ADP Generated Message: Register Today!**
2. You will be given a personal registration code that will expire in fifteen (15) days. **It is critical that you register prior to the registration code expiration date.**
3. Go to: <https://my.adp.com>
4. On the Log in page at the bottom you will see:



Click on Register Now

5. **Enter the registration code** and continue.

If you have any questions regarding registration set up or your pay, please contact CCRES Payroll at payroll@ccres.org