



How do I register in TotalAccess?

You need to fill up the following sections of the Registration Form:

- Personal Information,
- Employment Information, and
- User Profile

Register with an existing ADP user account.
☐ Select this if you already have a login account for another ADP product. ?

Personal Information
This helps us identify who you are.

First Name

Last Name

Email ?

Verify Email

Birthday (mm/dd/yyyy) ?

Employment Information
This information would have been provided to you by your HR or Accounting Department.

Client # ?

Company Code ?

Employee ID ?

Hire Date (mm/dd/yyyy) ?

User Profile
Select the security questions you want to use and provide an answer for each.

First Question

First Response

Second Question

Second Response

Third Question

Third Response

Password ?

Confirm Password

|

Personal Information
This helps us identify who you are.

First Name

Last Name

Email ?

Verify Email

Birthday (mm/dd/yyyy) ?

- The following needs to be entered in the **Personal Information** section of this form:
- [1] **First Name.** Enter your first name.
 - [2] **Last Name.** Enter your last name.
 - [3] **Email.** Enter your email address. The system will forward a temporary User ID to this email address in the event that you have forgotten your existing one.
 - [4] **Verify Email.** Re-enter your email address to verify that the email address has been entered correctly.
 - [5] **Birthday.** Enter birth date in a mm/dd/yyyy format.



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Verify Email

Birthday (mm/dd/yyyy) ?

Employment Information
This information would have been provided to you by your HR or Accounting Department.

Client # ?

Company Code ?

Employee ID ?

Hire Date (mm/dd/yyyy) ?

User Profile
Select the security questions you want to use and provide an answer for each.

First Question

First Response

Second Question

Second Response

Third Question

Third Response

Password ?

Confirm Password

|

Employment Information
This information would have been provided to you by your HR or Accounting Department.

Client # ? **1**

Company Code ? **2**

Employee ID ? **3**

Hire Date (mm/dd/yyyy) ? **4**

The following needs to be entered in the **Employment Information** section of this form:

- [1] Client #.** Enter the alphanumeric identification number that represents your organization as an ADP Client. This identification number may be supplied at the front of this form.
- [2] Company Code.** Enter the 4-digit company code that represents your current employer. This code may also be supplied at the front of this form.
- [3] Employee ID.** Enter the employee ID assigned to you by your employer. You may receive a reminder of what your employee ID is.
- [4] Hire Date.** Enter the date you were hired by your current company or employer in a mm/dd/yyyy format. You may receive a reminder on when your hire date is.

Please contact your Administrator if you are uncertain about any of the above information.

Client #: 82327b

Company Code: A0NT (Zero, not O)



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First Name

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Employment Information
This information would have been provided to you by your HR or Accounting Department.

Client # ?

Company Code ?

Employee ID ?

Hire Date (mm/dd/yyyy) ?

User Profile
Select the security questions you want to use and provide an answer for each.

First Question

First Response

Second Question

Second Response

Third Question

Third Response

Password ?

Confirm Password

|

User Profile
Select the security questions you want to use and provide an answer for each.

First Question

First Response

Second Question

Second Response

Third Question

Third Response

Password ?

Confirm Password

In the event that you forget or lose your password, you will be prompted to answer these questions in the **User Profile** section of this form:

- [1] **First Question.** Click on the arrow of the drop-down list and select a question. This is a mandatory field.
- [2] **First Response.** Enter the answer to the First Question. This is a mandatory field.
- [3] **Second Question.** Click on the arrow of the drop-down list and select a question. This is a mandatory field.
- [4] **Second Response.** Enter the answer to the Second Question. This is a mandatory field.
- [5] **Third Question.** Click on the arrow of the drop-down list and select a question. This is a mandatory field.
- [6] **Third Response.** Enter the answer to the Third Question. This is a mandatory field.
- [7] **Password.** Your password must be between 8–20 characters, with one numeric value, one upper case character, and one lower case character.
- [8] **Confirm Password.** Re-enter your password here.