Registering for Employee Self Service

Quick Reference – How do I Register for Employee Self-Service?

TeamPay by ADP

TeamPay by ADP

Welcome to ADP

English (CA) ▾
Select language here.

User ID

Administrator Login

Remember My User ID ❓

Password (case sensitive)

SIGN IN

Log on as employee here.

Forgot your user ID/password?

First Time User?   REGISTER HERE

Follow self-registrations instructions shown on the right.

Privacy   Legal

Copyright © 2000-2018, ADP, LLC. ALL RIGHTS RESERVED

To register for Employee Self-Service

To access your pay statements and tax forms online, you must register for employee self-service.

1. Before registering, request a registration code from your administrator, who will email it to you.
2. Once you receive the registration code, go to the Teampay by ADP login screen.
3. Click **Register Here** and complete the registration process.
4. Return to the login screen, and log on in either English or French.
5. Select one of the following menu options:
   - Tax Forms
   - Pay Statements

Tax forms

- ✓ View your tax forms online from your mobile phone or your Computer.
- ✓ Receive paper or electronic tax forms.
- ✓ View tax forms for multiple companies.
- ✓ Download PDF files of your tax forms.

Pay Statements

- ✓ View your pay statements online from your mobile phone or your computer.
- ✓ Receive paper pay statements or electronic versions of your pay statements that you can download and print later.
- ✓ View statements in grid or cheque format.
- ✓ Download PDF files of your statements.

The **Employee Self Service** steps required to register and log into TeamPay by ADP are discussed below.

To begin, make sure you have the following details:

1. TeamPay by ADP **URL** link
2. Registration Code
3. Instructions to register and login

Note: This information is sent to you via Email by your company's administrator. The email will look like in the image below.

IMPORTANT: Your payroll registration information from ADP

automated_mailer_system@adp.com
To

Welcome to TeamPay by ADP, your company's professional payroll system.

Register today to access your pay statements and tax forms online with TeamPay by ADP.

Use the following registration code when you register. Note: This registration code is valid for 15 day(s) from the date of issue.

Your Registration Code: s5vrg5t5

Instructions:

1. Open your Internet browser.
2. Go to http://teampay.adp.com
3. Click 'Register Here' button.
4. Enter your registration code, shown above, on Step 1 of the registration process.
     Note: Do not use previously issued registration codes, as they are expired and are not valid.
5. Click Next and follow the instructions on the site to obtain the user ID and password to access to TeamPay.

Note: You can also register using ADP's Mobile app. Download ADP Mobile from the app store and click 'New Users' to start the registration process.

Contact your company's TeamPay administrator if you have any questions.

Do not reply. This email was sent from an unattended mailbox.

Regards,
ADP Canada

Click the <URL link>. The TeamPay by ADP login page is displayed.
In the "First Time User?" section, click on the Register Here button.
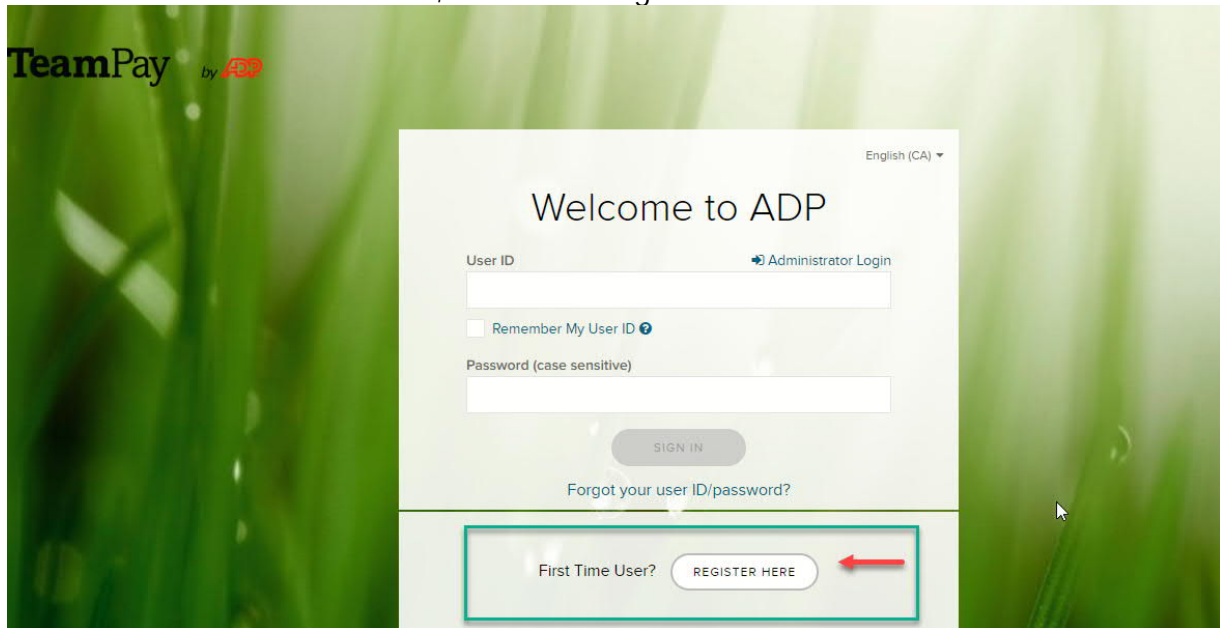
Select I have a registration code
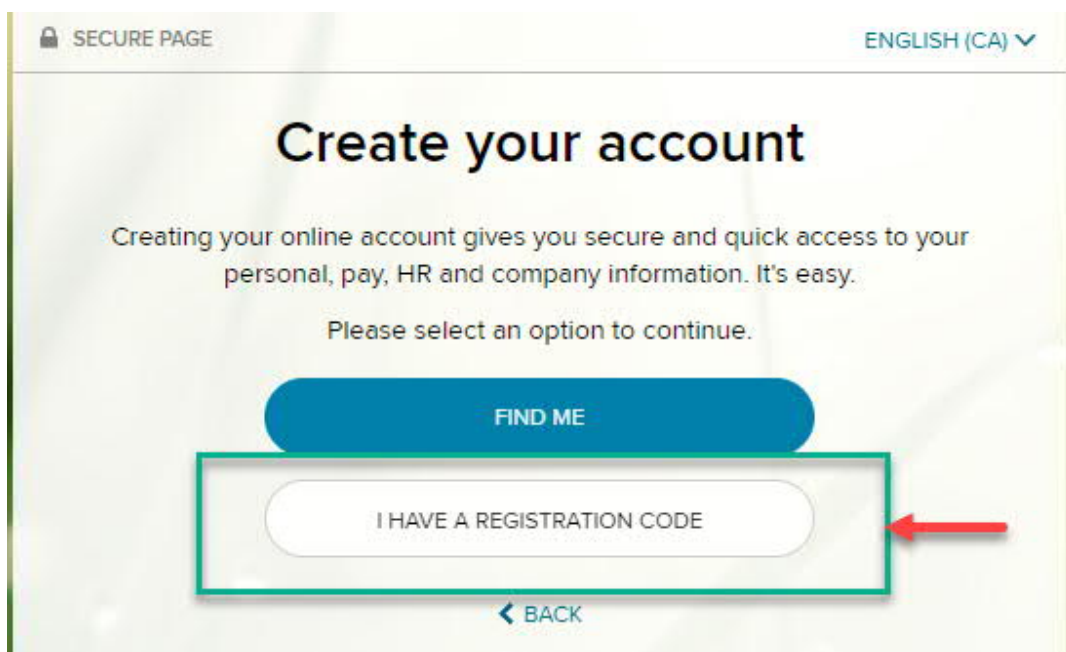
Enter the Registration code received in the email, continue.

Enter your first and last name, continue.

Confirm or enter your email and phone number, continue.

View your user ID and create a password

The system automatically generates a **User ID**, which is unique to you.

Remember or note it in a secure place as you will require this User ID and Password to login every time after you've completed the registration process.

Setup your security questions and answers, continue.

Click the Sign in Now button to complete the registration and login with your newly created user ID and password.

🔒 SECURE PAGE

✅

Account created! Please sign in.

User ID: B▮▮▮▮▮▮▮ ⎘

Now sign into **TeamPay by ADP** to access and manage your account.

SIGN IN NOW

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

✉ carol_besaw@adp.com

📱 +1 902-222-3424

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

Download on the App Store   **GET IT ON Google Play**

English (CA) ▼

Welcome to ADP

User ID   ➡ Administrator Login

[   ]

☐ Remember My User ID ❓

Password (case sensitive)

[   ]

SIGN IN

Forgot your user ID/password?

First Time User?   (REGISTER HERE)

Terms and Conditions message window is displayed. Make sure you read the terms and conditions before clicking the I Agree button **Accept the terms and conditions and user consent ackowledgement to continue.**

You have now successfully completed the self registration process and are on the Homepage for TeamPay by ADP. From here, you can navigate to the Pay Statements and Tax Forms
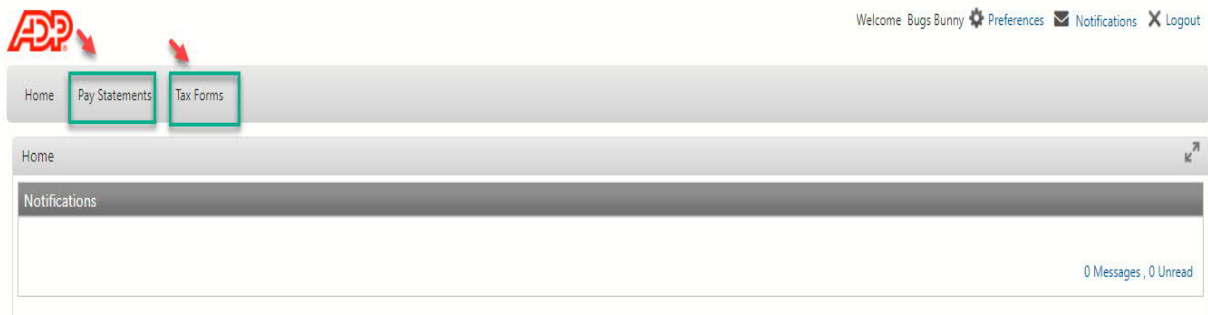
You can manage your account information from the Preferences option.
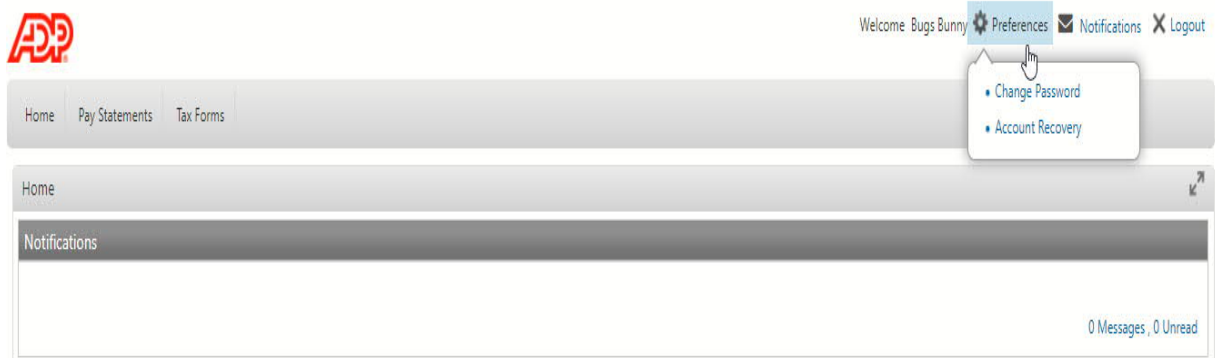
You have successfully learned the Employee Self Service steps to register and log into TeamPay by ADP.