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Registering for Employee Self Service

Quick Reference – How do I Register for Employee Self-Service?		TeamPay by ADP
		<p>To register for Employee Self-Service</p> <p>To access your pay statements and tax forms online, you must register for employee self-service.</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • Tax Forms • Pay Statements
<p>Tax forms</p> <ul style="list-style-type: none"> ✓ 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. 	<p>Pay Statements</p> <ul style="list-style-type: none"> ✓ 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. 	



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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

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.

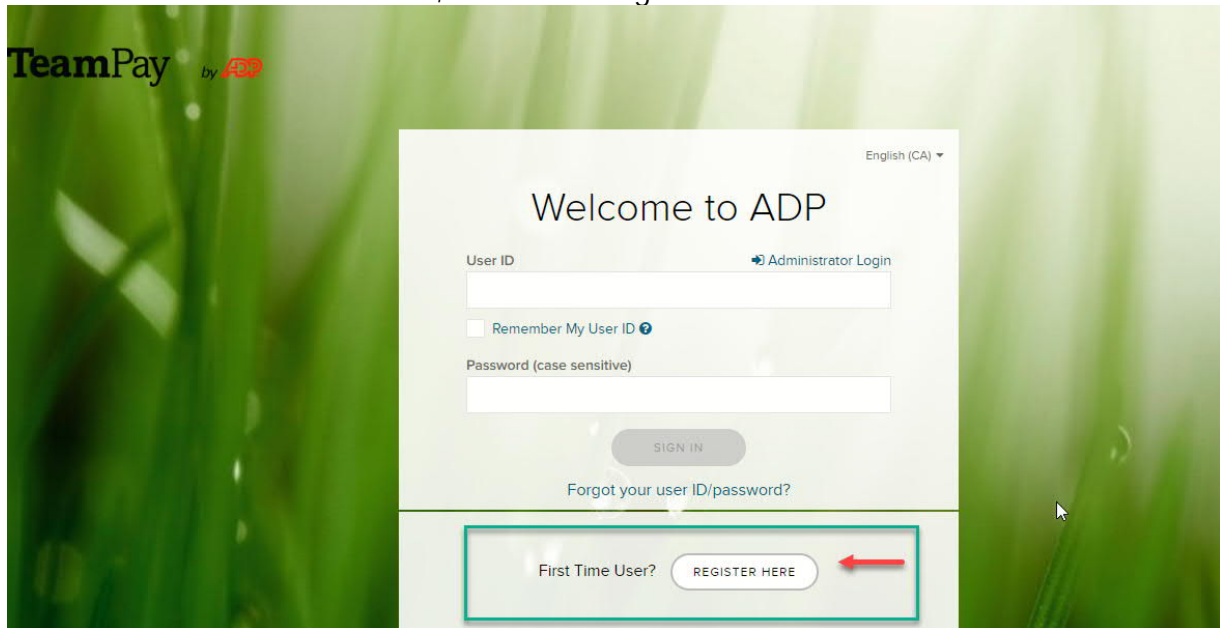
Note: You can also register using ADP's Mobile app. Download ADP Mobile from the app store and click 'New Users' to start the registration process.

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

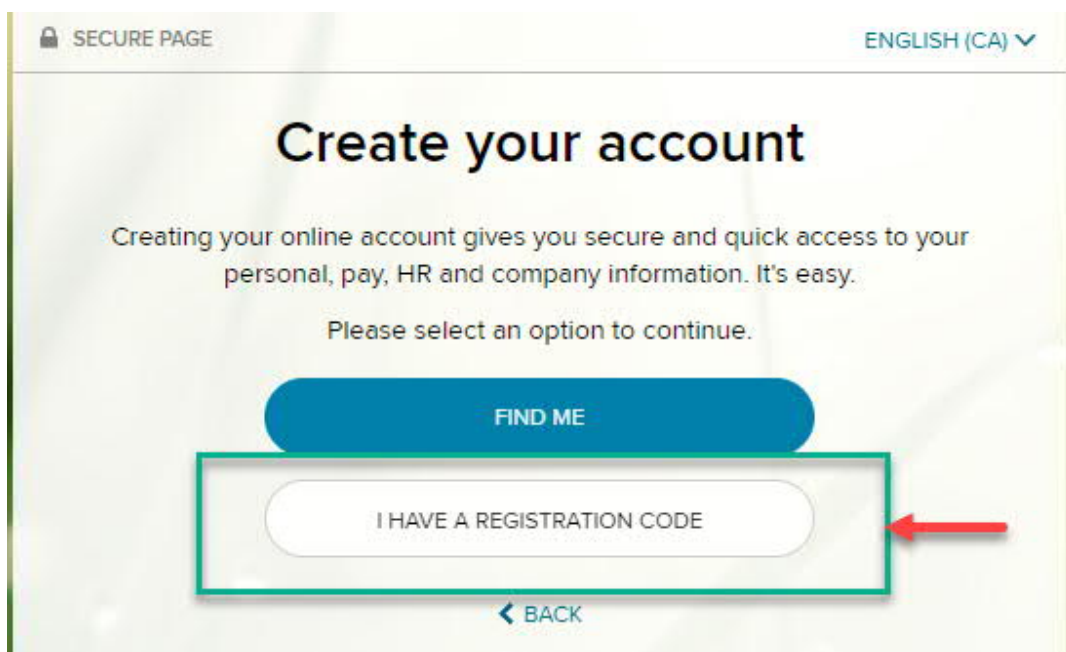
Do not reply. This email was sent from an unattended mailbox.

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





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Enter the Registration code received in the email, continue.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ?

 **CONTINUE**

[← BACK](#)

Enter your first and last name, continue.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account


Let's get started

First, we'll need your information so that we can create your account with **CB Test Company**

First name * ?

Last name * ?

Enter your name exactly as it exists in your employment records, pay/tax statements, etc. This may be your first name instead of your given name.

 **CONTINUE**



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Confirm or enter your email and phone number, continue.

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*
Work [dropdown] [input field]

Phone*
Personal, Mobile [dropdown] [country dropdown] +1 [input field]

[ADD BACKUP CONTACT INFORMATION](#)

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.

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

One more step, [blurred]

Let's set up the login information for your account with **CB Test Company**

User ID: **Testuser@1AB23**

Password (case sensitive) *
[input field] ✓

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *
[input field] ✓

✓ CREATE YOUR ACCOUNT



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Setup your security questions and answers, continue.

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Please Select

Answer 1

Question 2*

Please Select

Answer 2

Question 3*

Please Select


Answer 3



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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 [redacted]



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!

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](#)



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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 acknowledgement to continue.

The screenshot shows a web application interface with a modal dialog box titled "TERMS AND CONDITIONS". The dialog box contains the following text:

TERMS AND CONDITIONS

BY CLICKING OR TAPPING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.* If you do not agree to all of the Terms, you are not authorized to access or otherwise use the Site (as defined below).

1. **SITE OVERVIEW.** The Site is available only to users who have a registered User ID and Password and are employees or plan participants of the employer indicated on the Site (the "Employer"). If you do not have a valid registered User ID and Password or are no longer an employee or plan participant of the Employer, you are not authorized to use or access the Site; however, in certain limited instances, the Employer may permit certain of its terminated employees to access the Site for very limited purposes. The Employer, through its service agreement(s) with ADP, LLC and/or ADP Canada Co., as applicable, ("ADP"), is providing you with access to the information and services on the Site under these terms and conditions ("Terms"). Please note that not all terms and conditions set out below may be applicable to you. Only the terms applicable to the products and services purchased by your Employer under its service agreement(s) with ADP apply. The "Site" shall refer to the site which makes available certain ADP Services.

You must agree to the Terms and Conditions to continue.

At the bottom of the dialog box, there are two buttons: "I Agree" and "I do not agree". A red arrow points to the "I Agree" button.

The screenshot shows a web application interface with a modal dialog box titled "USER CONSENT AND ACKNOWLEDGEMENT". The dialog box contains the following text:

USER CONSENT AND ACKNOWLEDGEMENT

Your employer has elected or may elect to discontinue delivery of paper copies of pay statements and/or tax forms for its employees. By registering to receive electronic copies of your pay statements and tax forms, you agree to accept such electronic copies via this secure website instead of paper copies.

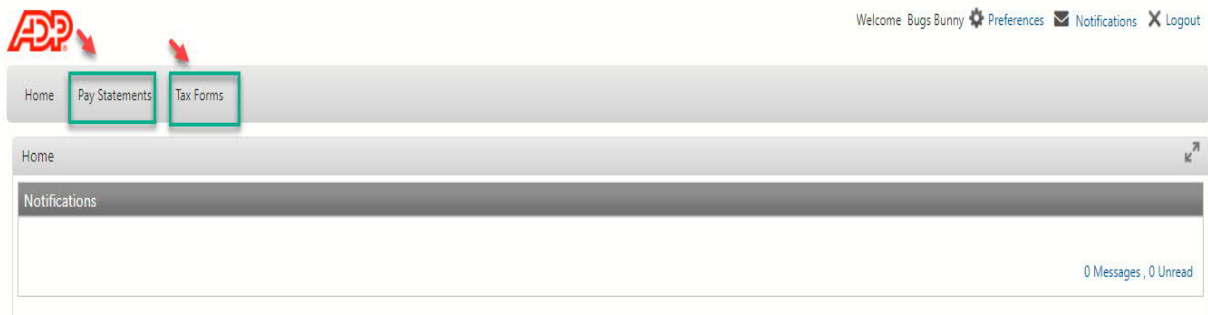
You may print a copy of your pay statement at a local printer; if you require assistance please see your company administrator.

You must agree to the User Consent and Acknowledgement to continue.

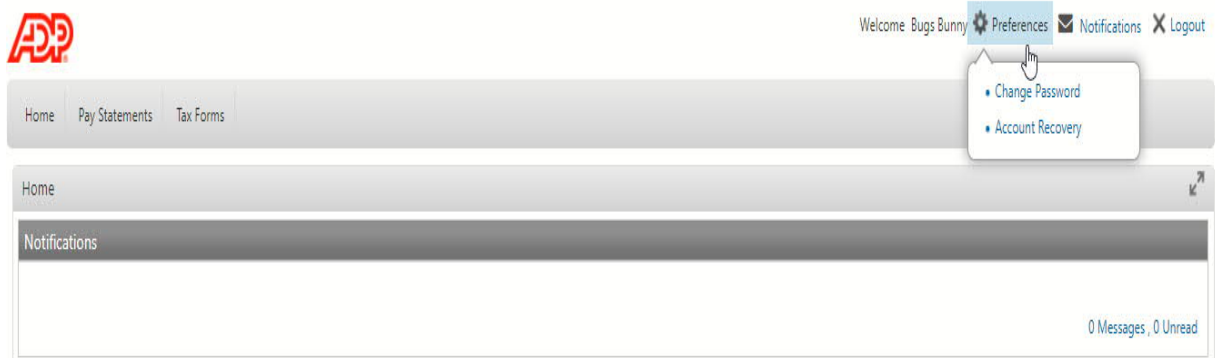
At the bottom of the dialog box, there are two buttons: "I Agree" and "I do not agree". A red arrow points to the "I Agree" button.



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.

