



Mobile Federated Single Sign On (SSO)

Getting Started Guide for Employees

Version 3

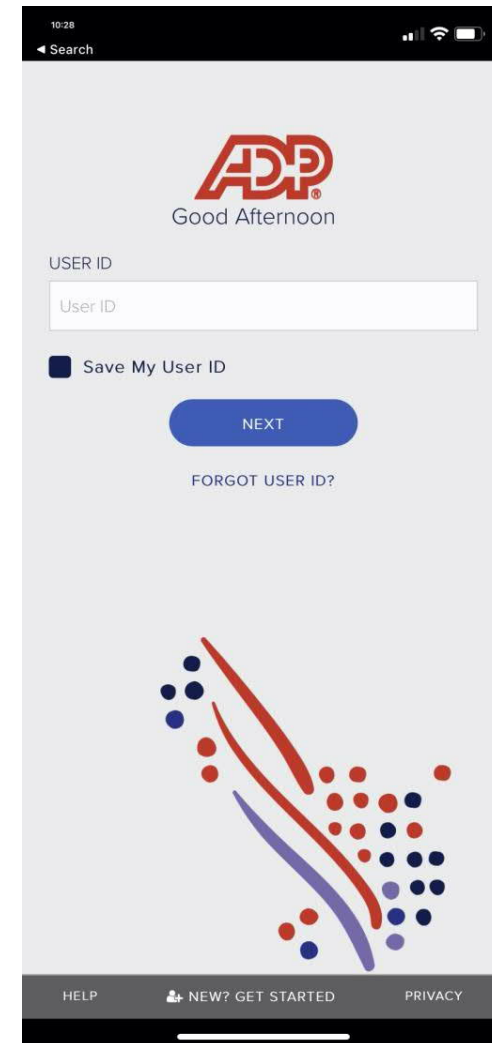


Start here

1. Scan the QR code to download the ADP Mobile Application.



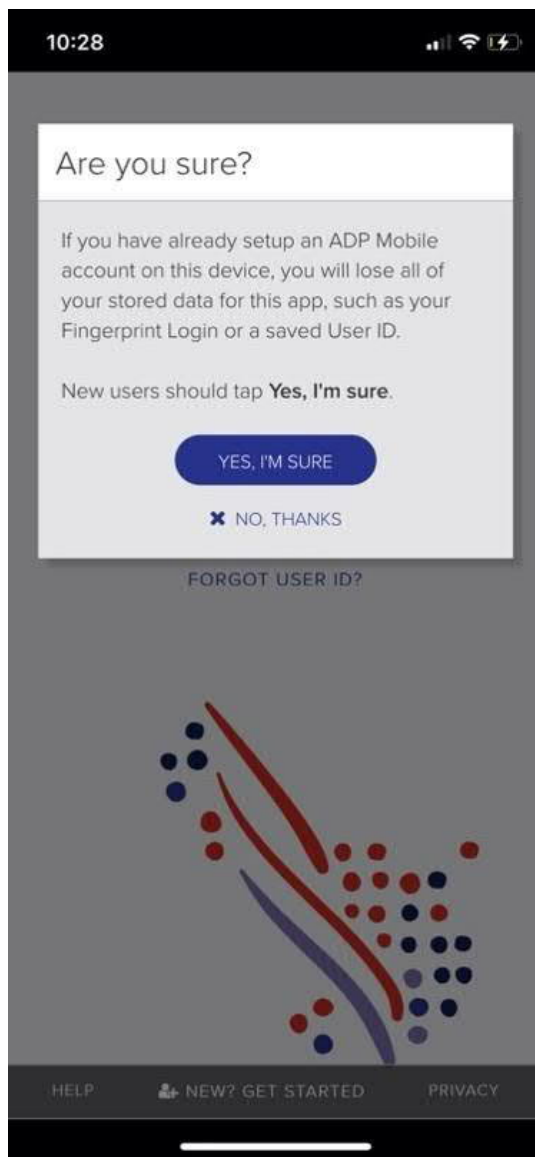
2. Launch the ADP Mobile app on your smart phone and tap **New? Get Started** at the bottom of the screen



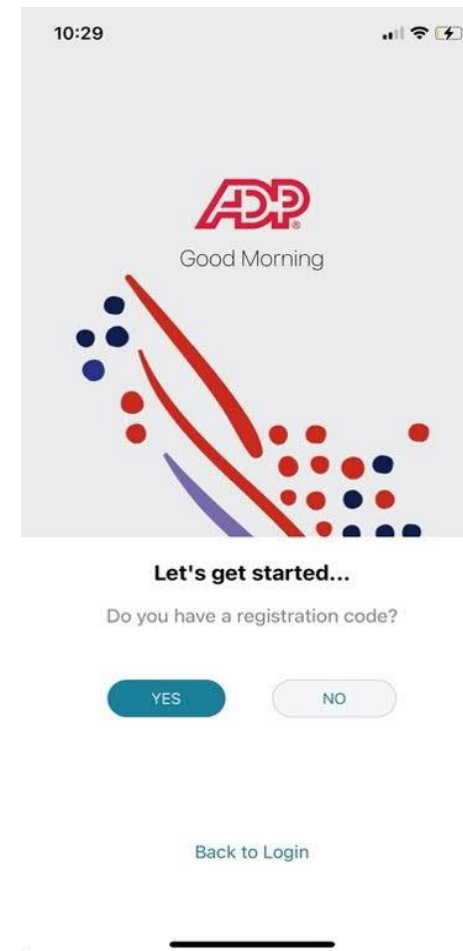
ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.


Always Designing
for People®

3. Tap **Yes, I'm Sure**.



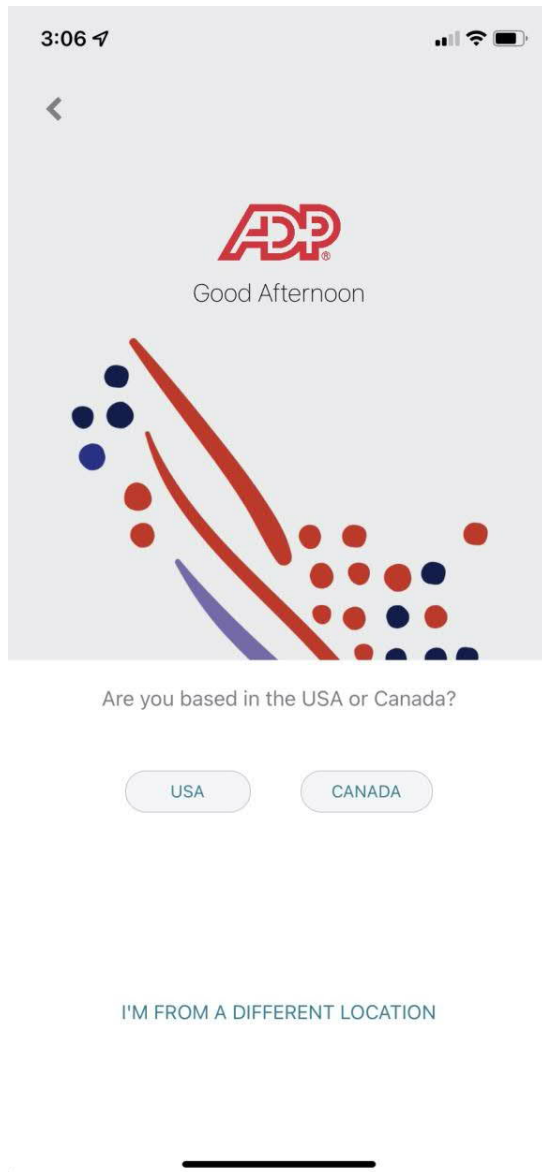
4. On the Let's get started screen, tap **No**.



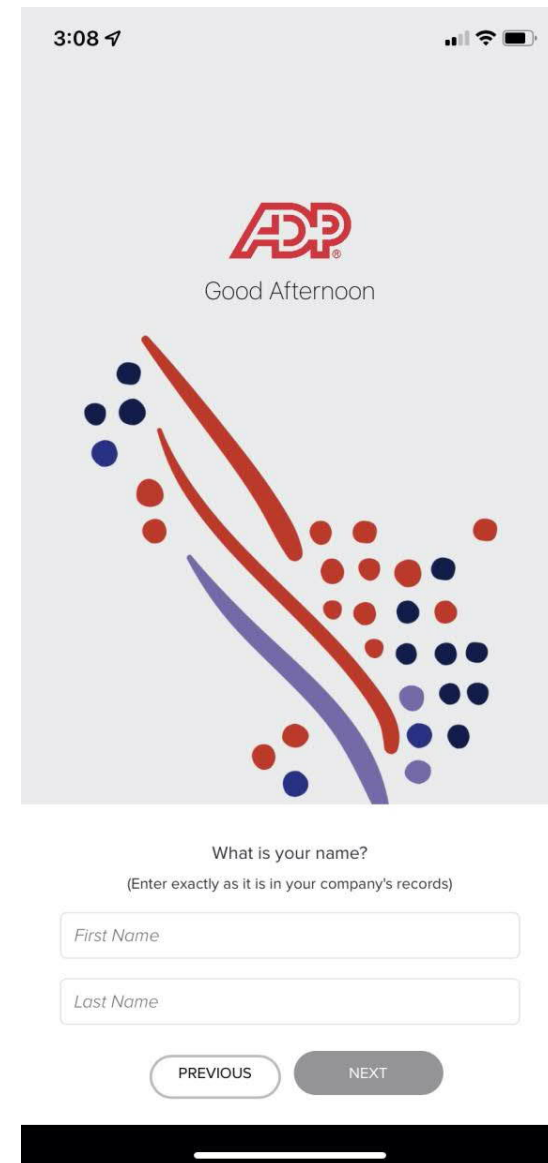
ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.



5. Select your county of residence (USA is shown in this guide).



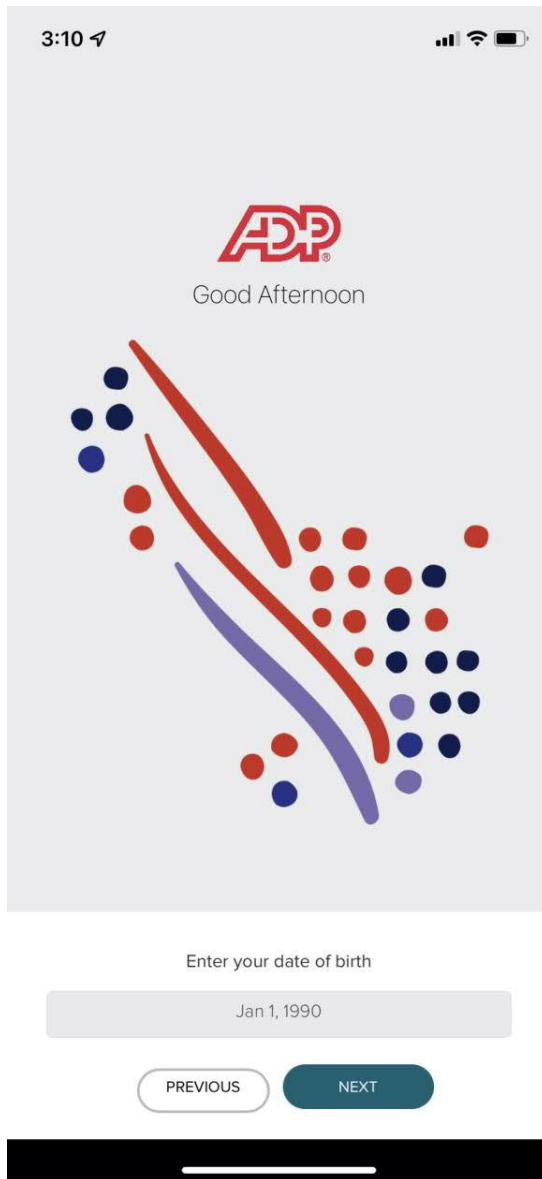
6. Enter your name exactly as it exists in your company's records, and tap **Next**.



ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.

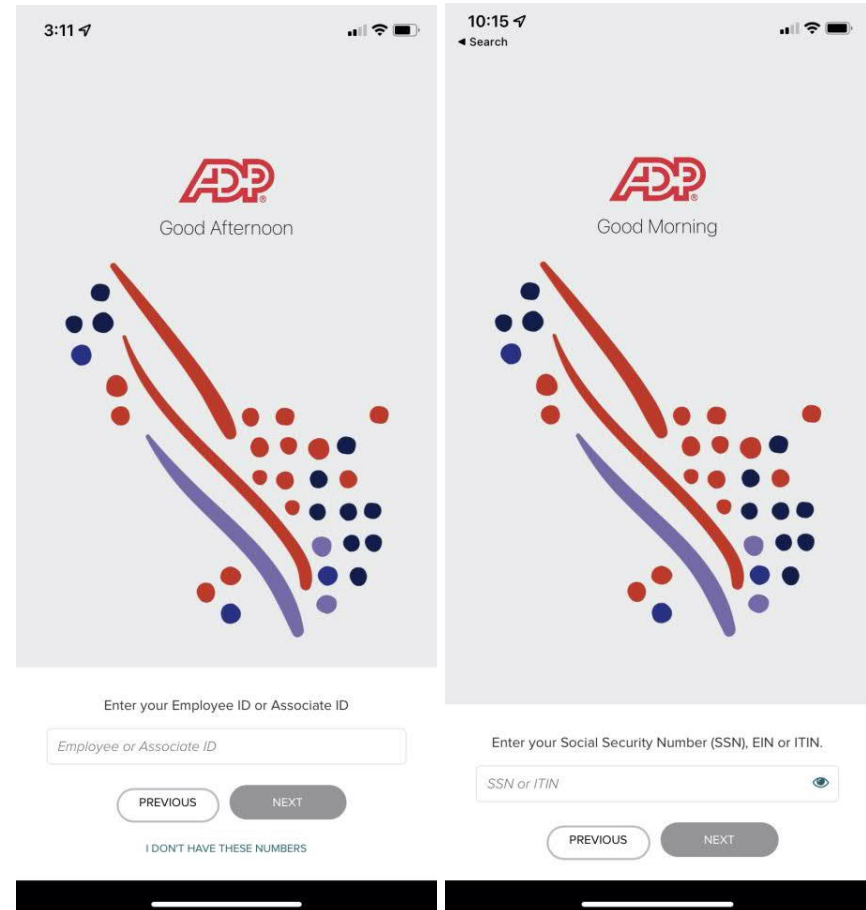


7. Enter your date of birth and tap **Next**.



The screen displays the ADP logo at the top, followed by the text "Good Afternoon". Below this is a large, stylized graphic of the United States map composed of red, white, and blue dots. At the bottom, there is a text prompt "Enter your date of birth" above a text input field containing "Jan 1, 1990". Below the input field are two buttons: "PREVIOUS" and "NEXT".

8. Enter the Employee ID/Associate ID provided by your company and tap **Next**. Alternatively, US residents can tap **I DON'T HAVE THESE NUMBERS** and then enter their Social Security Number.



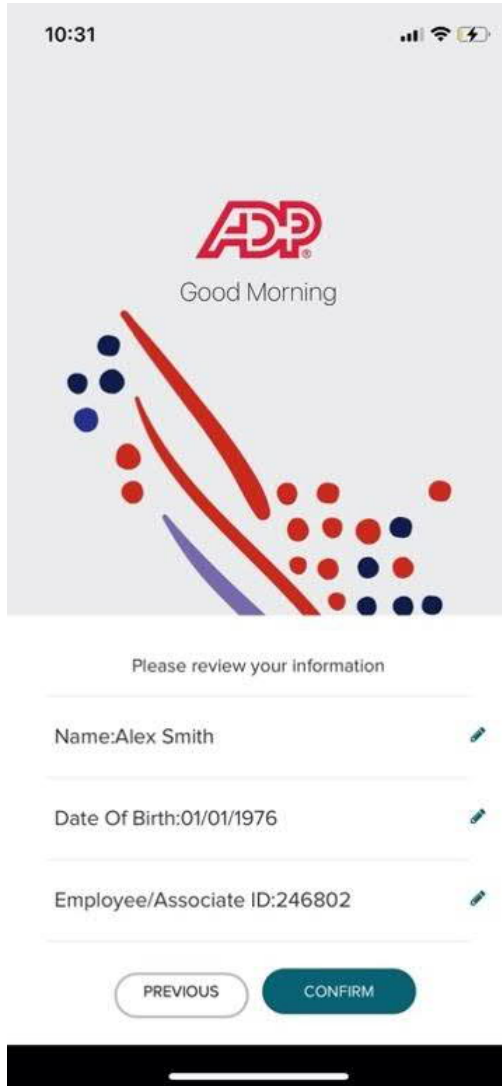
The left screen shows the ADP logo, "Good Afternoon", and the map graphic. Below the map, it says "Enter your Employee ID or Associate ID" above a text input field labeled "Employee or Associate ID". Below the input field are "PREVIOUS" and "NEXT" buttons, and a link "I DON'T HAVE THESE NUMBERS".

The right screen shows the ADP logo, "Good Morning", and the map graphic. Below the map, it says "Enter your Social Security Number (SSN), EIN or ITIN." above a text input field labeled "SSN or ITIN". Below the input field are "PREVIOUS" and "NEXT" buttons.

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.

ADP
Always Designing
for People®

9. Review the information you entered and tap **Confirm** if it is correct.



10:31

ADP®

Good Morning

Please review your information

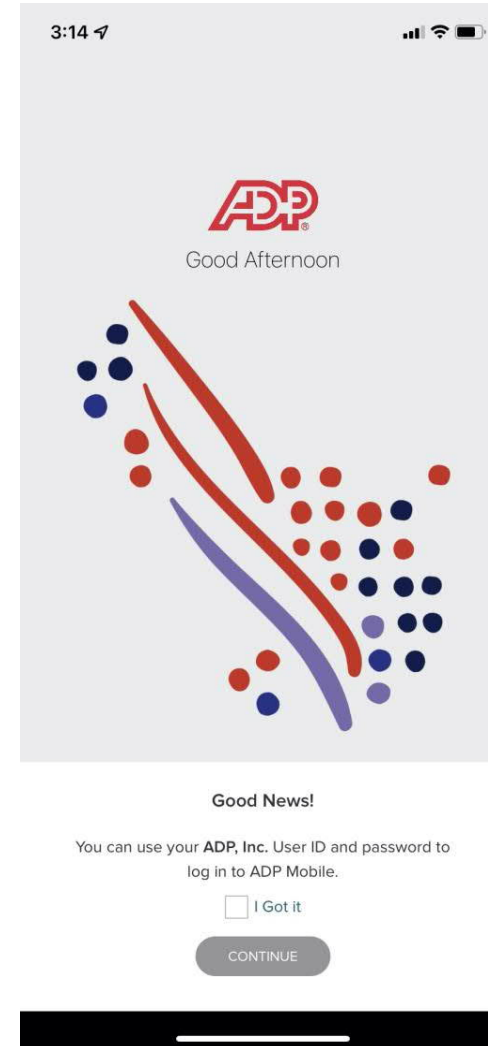
Name: Alex Smith

Date Of Birth: 01/01/1976

Employee/Associate ID: 246802

PREVIOUS CONFIRM

10. ADP verifies the information you entered against the information available in your company records. Upon successful verification, tap **I Got it**, and tap **Continue**.



3:14

ADP®

Good Afternoon

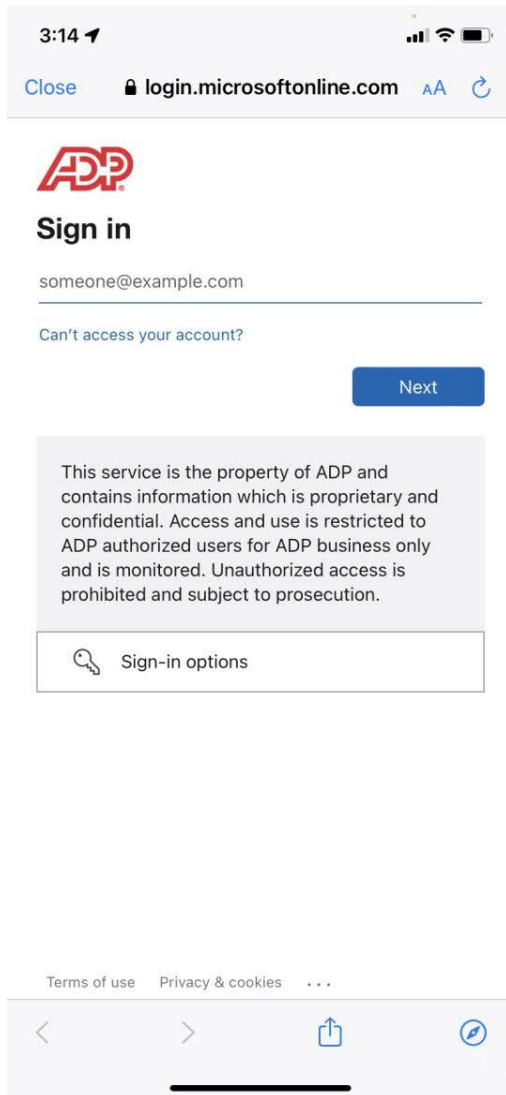
Good News!

You can use your ADP, Inc. User ID and password to log in to ADP Mobile.

☐ I Got it

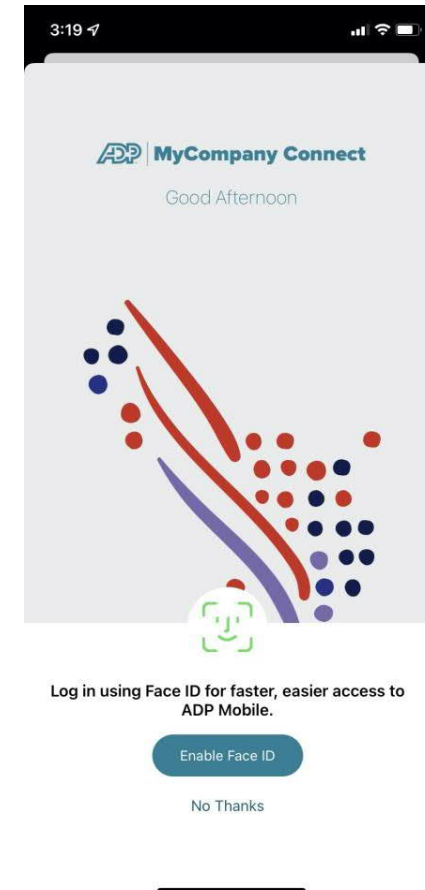
CONTINUE

11. Enter the login user ID and password that you use to sign in to your company's network or Identity Provider, and tap **Next**.



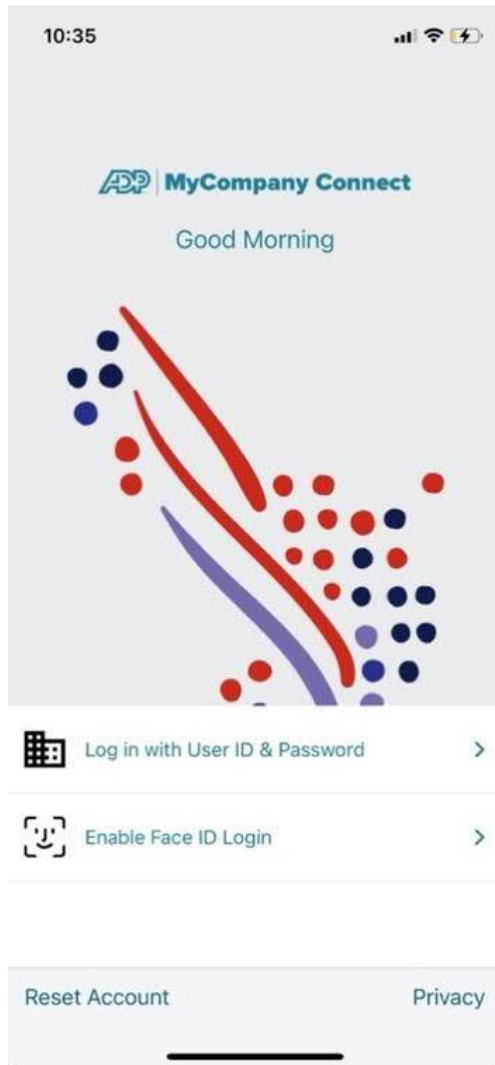
The screenshot shows a mobile browser interface for the ADP Sign in page. At the top, the status bar shows the time 3:14 and signal icons. The browser address bar displays 'Close', a lock icon, 'login.microsoftonline.com', and zoom controls. The ADP logo is prominently displayed above the 'Sign in' heading. Below this, there is a text input field containing 'someone@example.com'. A link for 'Can't access your account?' is positioned below the input field. A blue 'Next' button is located to the right of the input field. A disclaimer box states: 'This service is the property of ADP and contains information which is proprietary and confidential. Access and use is restricted to ADP authorized users for ADP business only and is monitored. Unauthorized access is prohibited and subject to prosecution.' Below the disclaimer is a 'Sign-in options' section with a key icon. At the bottom, there are links for 'Terms of use' and 'Privacy & cookies', and a mobile navigation bar with back, forward, and share icons.

12. If you're a first time user, accept the Terms and Conditions. Then on the MyCompany Connect page, tap to enable biometric login for faster access. The biometric options available to you will vary based on your mobile device.



Congratulations! Your set up is complete and you can access your ADP services on your mobile device.

13. When you log in for future sessions, you can use one of the biometric options available to you, or use your User ID and password.



ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.