

ADP Vantage – Registering for ADP Vantage

Version 1.2

This must be done by all employees so they can punch via the website, manage their PTO, personal data, tax information etc.

Go to URL - <https://adpvantage.adp.com>

Click “Register Here” under First Time User



The screenshot shows the ADP Vantage website interface. On the left, there is a photograph of a smiling woman in a business suit. The main content area has a dark blue background with the text "Welcome to ADP". Below this, there are two tabs: "User Login" (selected) and "Admin Login". Under the "User Login" tab, there is a section titled "Enter your user ID and password to Log In" containing two input fields labeled "User ID" and "Password", and a "Log In" button. Below the input fields are two links: "(Forgot your user ID?)" and "(Forgot your password?)". At the bottom of the main content area, there is a section titled "First Time User?" with a "Register Here" button and the text "or Help Getting Started". At the very bottom of the page, there are links for "Privacy" and "Legal" on the left, and a copyright notice "© Copyright 2011 Automatic Data Processing, Inc." on the right.

Enter Registration Code: EDAFF-ADP

Click Next

Verify your Company Name. Click Next.

Register for ADP Services

- Step 1**
Begin Registration
- Step 2**
Confirm Company
- Step 3
Verify Identity
- Step 4
Create User ID & Password
- Step 5
Select Security Q & A
- Step 6
Contact Information
- Step 7
Summary
- Step 8
Confirmation

Step 2 of 8: Confirm Company

Review your company information; click **Next** to confirm and continue. If the information displayed is incorrect, click **Previous** and re-enter the information.

Company Name: Education Aff Inc

[Previous](#) [Next](#) [Done](#)

Identity Type: from the drop down menu select Partial SSN

Last 4 digits of SS or EIN or ITINE: Enter the last 4 digits of your social security number

Confirm Last 4 Digits: Re-enter the last 4 digits of your social security number

Last Name: Type in your last name

Birth Month and Day: Select the month you were born and the date you were born

Click Next

Register for ADP Services

- Step 1 Begin Registration ✓
- Step 2 Confirm Company ✓
- Step 3 Verify Identity**
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Step 3 of 8: Verify Identity

ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can confirm that you are the individual you claim to be.

***Required Fields**

Partial SSN

Last 4 digits of SSN or EIN or ITIN: *

Confirm Last 4 digits: *

Last Name: *

Birth Month and Day: *

[Previous](#) [Next](#) [Done](#)

Enter the User ID which is your company email address

Create and confirm your password Click Next

Register for ADP Services

Step 1 Begin Registration ✓
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Step 4 of 8: Create User ID & Password

✓ This User ID is available

Welcome, Joe Test

Enter the user ID and password that you want to use to log in to your ADP service.

Create Your User ID

User ID must be at least 4 characters long and may contain letters, numbers and/or these 4 special characters { @ . _ }. User ID is not case sensitive.

User ID: ?

Create Your Password

Password must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of uppercase and lowercase letters, numbers, and special characters.

Important :Do not use user ID, name, or other personal information. Do not store your password on paper or in electronic format. Remember to change it frequently.

Create Password: Password strength: Good [Example of a strong password](#)

◀ Previous ▶ Next ✓ Done

Select your security questions and enter the answers. Click Next.

Register for ADP Services

Step 1 Begin Registration ✓
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Step 5 of 8: Select Security Questions and Answers

To protect your information, you must select 5 different questions and provide a different answer for each question.If you forget your logon information, you will be asked to answer the security questions to verify your identity.

* Required Fields

Security Questions & Answers: *

Answers must be at least 4 characters and are not case-sensitive. Be sure to choose answers you can remember.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Question 4:

Answer 4:

Question 5:

Answer 5:

◀ Previous ▶ Next ✓ Done

Enter your WORK email address.

If you do not have a company email address contact your local HR/PR Administrator

You cannot register without a company email address

Click Next.

Register for ADP Services

Step 6 of 8: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. You must select an e-mail address to use for notification. For example, depending on your company setup, ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or your user ID is retrieved or password is reset.

*** Required Fields**

E-mail Addresses [*]	Use for Notification
Work: <input type="text" value="joe.test@adp.com"/>	<input checked="" type="radio"/>
Personal : <input type="text"/>	<input type="radio"/>

Work Phone Numbers

Office: <input type="text"/>	Ext: <input type="text"/>
Alternate Office: <input type="text"/>	Ext: <input type="text"/>
Cell: <input type="text"/>	

Personal Phone Numbers

Home: <input type="text"/>	
Cell: <input type="text"/>	

Navigation: [Previous](#) [Next](#) [Done](#)

Review the summary of data you entered. Click Next.

Register for ADP Services

Step 1 Begin Registration	✔	Step 7 of 8: Summary
Step 2 Confirm Company	✔	
Step 3 Verify Identity	✔	
Step 4 Create User ID & Password	✔	
Step 5 Select Security Q & A	✔	
Step 6 Contact Information	✔	
Step 7 Summary	▶	
Step 8 Confirmation		

Review the information on this page; click **Next** to confirm and continue. To make changes, use the left navigation options or click **Previous**

User ID: jtest@edaffuat

Security Questions & Answers:

Question 1:	What was your childhood nickname that most people do not know?
Answer 1:	smith
Question 2:	What was the first foreign country you visited?
Answer 2:	mexico
Question 3:	What was the first concert you attended?
Answer 3:	poison
Question 4:	What was the last name of your favorite teacher in your final year of school?
Answer 4:	woods
Question 5:	What was the first and last name of your first girlfriend/boyfriend?
Answer 5:	kim johnson

Contact Information

Email Addresses

Work:	joe.test@adp.com	Use for Notification
		<input checked="" type="radio"/>

◀ Previous ▶ Next ✔ Done

Click Submit in the bottom right corner
(screen shot above shows, "Done" however when you do it, it will say "Submit")

Click Done

Register for ADP Services

Step 1 of 8: Begin Registration ✓

Step 2 of 8: Confirm Company ✓

Step 3 of 8: Verify Identity ✓

Step 4 of 8: Create User ID & Password ✓

Step 5 of 8: Select Security Q & A ✓

Step 6 of 8: Contact Information ✓

Step 7 of 8: Summary ✓

Step 8 of 8: Confirmation

Thank you for registering!
Your user ID is: **jtest@edaffuat**

Look out for the e-mail with the Activation Code.

An e-mail with your user ID and an activation code has been sent to the e-mail address selected for notification.

Important: Once you are logged on to your ADP service, you must enter the activation codes to start receiving notifications.

Log In

Previous Next Done

You will receive an email with the next steps. Follow the instructions in the email.

The email will tell you to log on to a website, which is the same website you are currently in. You can close this site and complete the registration later by clicking in the website included in the email and follow the instructions.....or you can click Log In on the screen shown above and follow the instructions on the email.

Be sure to save this site in your favorites!