How to Access ADP MyTotalSource Website

**** New Users First Need To Register ****

Register in 8 Easy Steps!

1. **Go to our website www.adptotalsource.com and click on the "My TotalSource Login" link at the top-middle of the page, which will take you to the next step.**

2. **While on the "My TotalSource Login" page, click on the "register now" link on the right-side of the page under the heading "NetSecure Login".**

3. **Enter your passcode:**

You will be prompted to enter your registration passcode which is: famentgrp-85839

NOTE: This is the only time you will use this passcode.

4. **Verify Your Identity:**

   a. **I want to verify my identify using my (select in drop down list) "Last Four Digits of My Social Security Number (SSN)"**

   b. **You'll be prompted to enter your First Name, Last Name, Last 4 Digits of SSN and your Date of Birth.**

5. **Enter Your Contact Information:**

   a. **Enter your email address. Phone number is optional.**

6. **Enter Your Security Information:**

   a. **For security purposes, you need to provide two questions with answers that we can use to verify your identity (e.g. forgot password).**

7. **View Your ADP Services User ID & Create Password:**

   a. **View Your ADP Services User ID – This will be generated by ADP and will be emailed to you via the email address you provided in above #5.**

   b. **Create Your ADP Services Password – Your password is created by you. It must be 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive.**

8. **Email Confirmation & Terms and Conditions:**

   a. **You will need to confirm your email address. If you do not have one, there will be links to commonly used free email providers.**

   b. **Review and accept Terms and Conditions for use of website.**

Should you have any questions regarding your login, please call the Employee Service Center at (800) 554-1802. They are available Monday through Friday, 7:00 am to 9:00 pm Central Time.