MY ADP:ADP Employee Portal

On your first week of employment, please take a moment to register your ADP account at **_http://myadp.com_**.

Now you have one central location to access and update personal, payroll, and tax information.
From MYADP you can:

- View and print historical pay statements and annual tax statements*
- View/Change or activate your direct deposit information
- Change your tax withholdings
- View/Change Personal Information such as emergency contacts and addresses
- View/Change preferred phone number and email addresses
- View and select benefit elections based on employment eligibility

Click this link to view the **_MYADP Reference Guide._**

You will not be able to register on the ADP portal until your actual start date, otherwise the system will not recognize your information and you will receive an error message. If you have questions or need assistance, please reach out to the Corporate Payroll team at payrollquestions@systemone.com.

To register as a first-time user, right click, "open hyperlink": **_http://myadp.com_**.

On bottom of screen, **New User?, click "Create Account"**

Select: I have Registration code and follow the prompts to complete your registration.

REGISTRATION CODE: **SSO1-Payroll** *(S,S,O are letters, followed by the number 1)*