

# MyInfo!

## How to Register

**Step 1.** Visit the **ADP Self Service Portal** at <https://portal.adp.com/>

**Step 2.** Select **First Time Users Register Here**

**Step 3.** When prompted you will need to enter the **Registration Code**

**Your Department Head and ADP Time Keeper will provide  
you with the Registration Code upon request.**

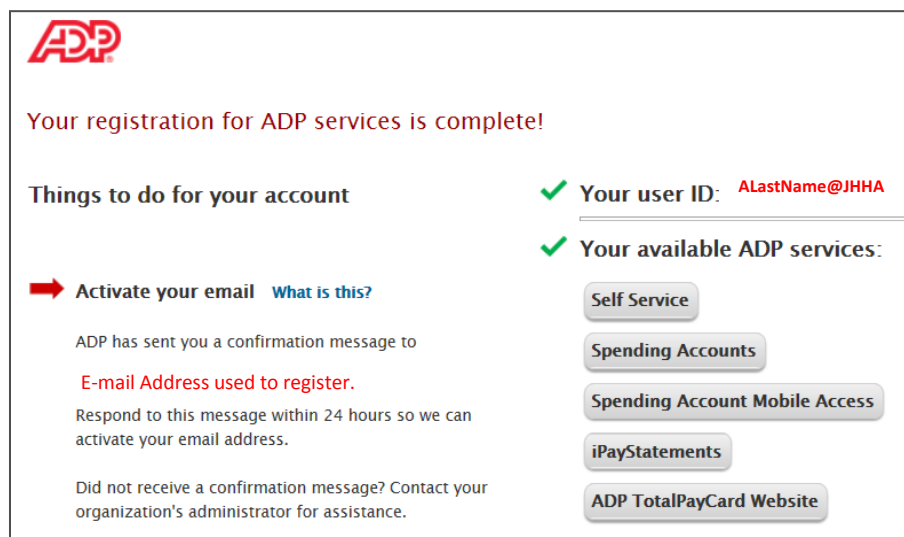
**Step 4.** Fill in ALL of the \*required fields and select **Confirm**

**Step 5.** Once your profile is located, you will get a confirmation message on your screen and you should select **Register Now**

**Step 6.** Note your assigned **User ID** (typically your **first initial and last name followed by @JHHA example - ALastName@JHHA**) you will need this ID and your password to log on in the future.

**Step 7.** Fill in ALL of the \*required fields

**Step 8.** Select **Register Now**



The screenshot shows the ADP registration confirmation page. At the top left is the ADP logo. Below it, a red message states: "Your registration for ADP services is complete!". Under the heading "Things to do for your account", there is a red arrow pointing to "Activate your email" with a link "What is this?". Below this, it says "ADP has sent you a confirmation message to" followed by "E-mail Address used to register." and "Respond to this message within 24 hours so we can activate your email address." At the bottom, it says "Did not receive a confirmation message? Contact your organization's administrator for assistance." On the right side, there are two green checkmarks. The first is "Your user ID: ALastName@JHHA". The second is "Your available ADP services:" followed by a list of services in rounded rectangular buttons: "Self Service", "Spending Accounts", "Spending Account Mobile Access", "iPayStatements", and "ADP TotalPayCard Website".