

MyInfo! How to Register

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

Step 2. Select the **Sign Up** button next to **Need an Account?**

Step 3. When prompted enter the **Registration Code**

Your Department Head, Timekeeper or HR representative will be able to provide you with the Registration Code upon request.

Step 4. You will be asked if you want to set up an account with **Jewish Home and Hospital**, Select **Yes**, fill in **ALL** of the *required fields and select **Next**. Complete verification, if required.

Step 5. Enter your **personal registration code**. To get the code you can:

- 1) Select **Get Code button** if your email or mobile phone is unique and already in the ADP system and you have access to it and you will get a code within 15 minutes; OR
- 2) You can answer **Identity Questions** if you do not have a unique email address or mobile phone within ADP or don't have access to it.

Step 6. Enter your contact information and select **Next**.

Step 7. Note your **User ID** (typically your **first initial and last name followed by @JHHA** example - **JDoe@JHHA**) and create a **password**.

Step 8. Select your security questions and answers.

Step 9. Select the **Register Now** button and you should receive a confirmation page once the process is complete.