

# Logging into the ADP Mobile Solutions App

## Objectives:

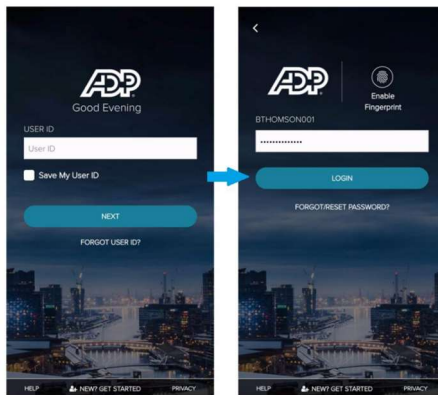
- To provide a general guide on logging into the ADP Mobile Solutions Application.

## Resources:

- You can also find client facing instructions here: [Help and support for ADP® Mobile Solutions](https://myaccess.adp.com)

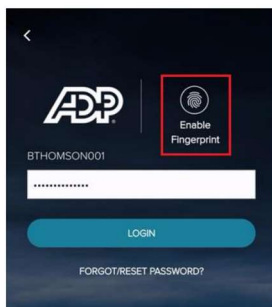
## Login Steps:

1. An employee access ID and password is required to log into the ADP Mobile Solutions App
  - If you do not have employee access speak with your Human Resource Manager.
  - Employees register for employee access at <https://myaccess.adp.com>.
  - These credentials are used on the ADP Mobile Solutions App.



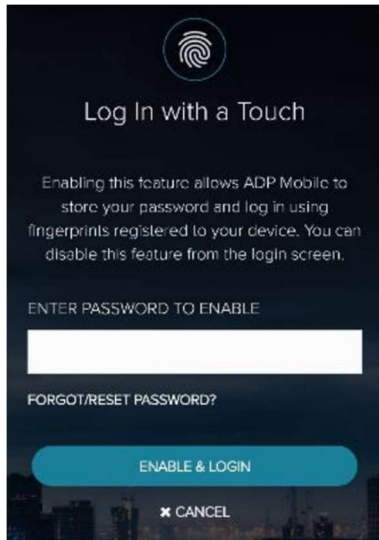
## Enable Fingerprint:

- If you have registered your finger on your mobile device, you are able to use this to log into ADP Mobile Solutions.
1. Ensure to tap on **Save My User ID** for Fingerprint access to work.
  2. Tap the **Enable Fingerprint** icon on the Password screen.



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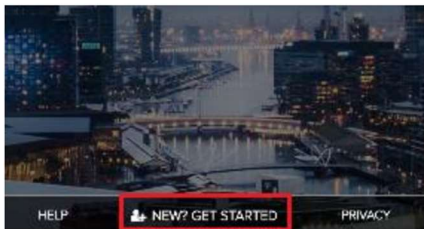
3. Enter your password, select **Enable & Login** to finalize setup.



The biometric (fingerprint) option will be available upon the next login.

## Registering on Mobile:

- The preferred method for employee access registration is by visiting [myaccess.adp.com](https://myaccess.adp.com). Choose Create Account.



1. Choose New? Get Started at the bottom of the screen.
2. Follow the prompts to register for employee access.
  - You will receive a registration code via email.
  - If you do not receive a code, several identification questions will be presented.

If you're having trouble registering, please reach out to your Payroll Administrator