

Logging into the ADP Mobile Solutions App

Objectives:

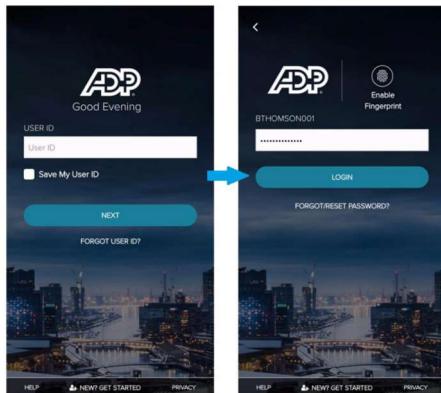
- To provide a general guide on logging into the ADP Mobile Solutions Application.

Resources:

- You can also find client facing instructions here: [Help and support for ADP® Mobile Solutions](#)

Login Steps:

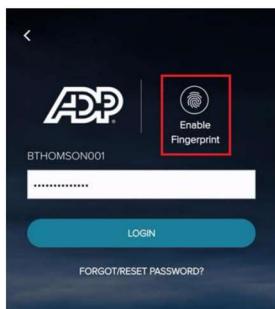
1. An employee access ID and password is required to log into the ADP Mobile Solutions App
 - If you do not have employee access speak with your Human Resource Manager.
 - Employees register for employee access at <https://myaccess.adp.com>.
 - These credentials are used on the ADP Mobile Solutions App.



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.





Logging into the ADP Mobile Solutions App

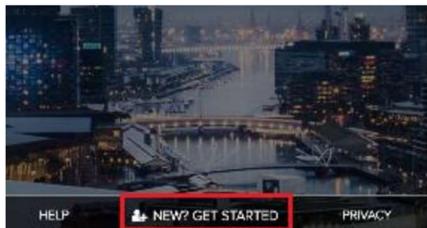
3. Enter your password, select **Enable & Login** to finalize setup.



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. 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