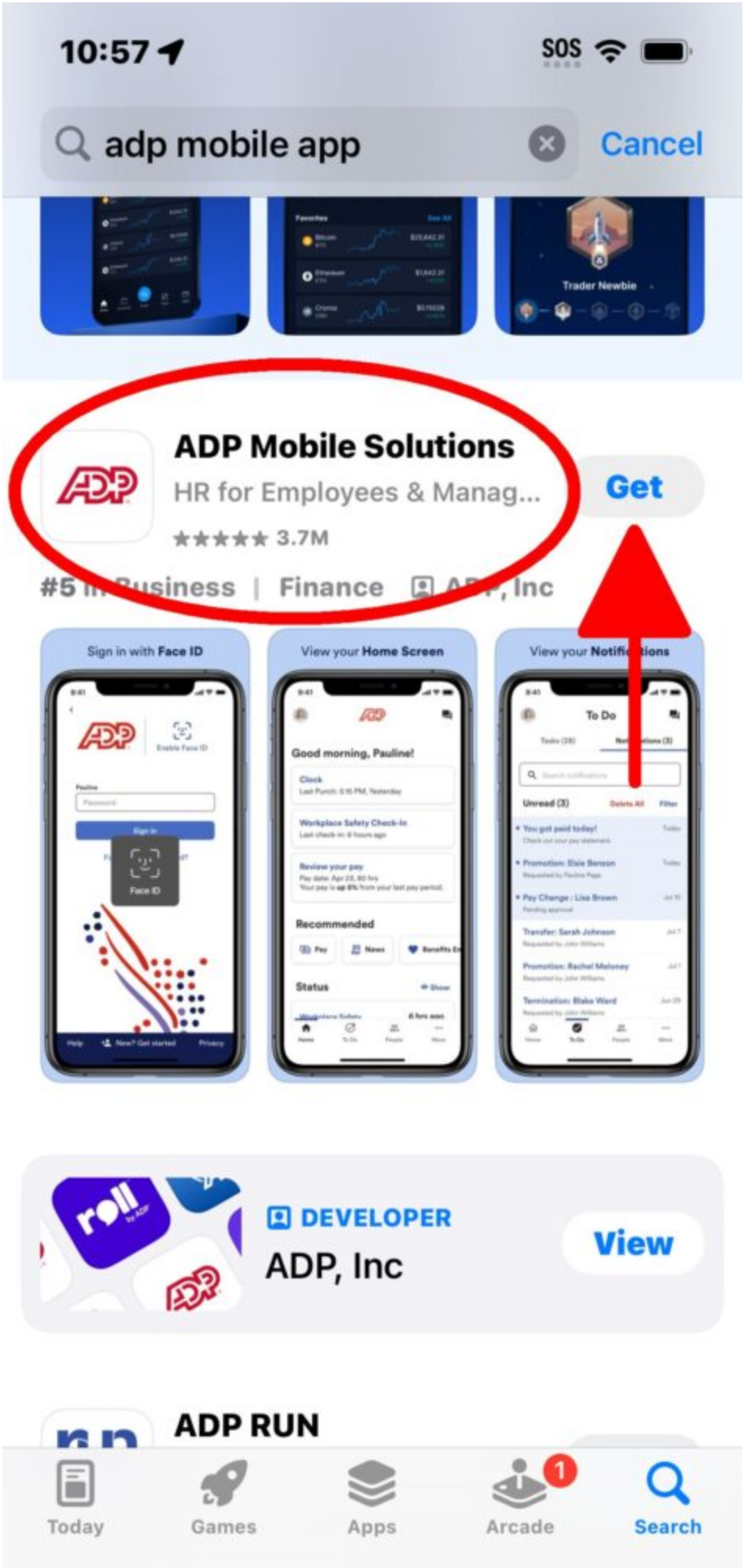
Getting Set Up with ADP Mobile

Payroll Related · https://roundupsaloon.com/docs/getting-set-up-with-adp-mobile/

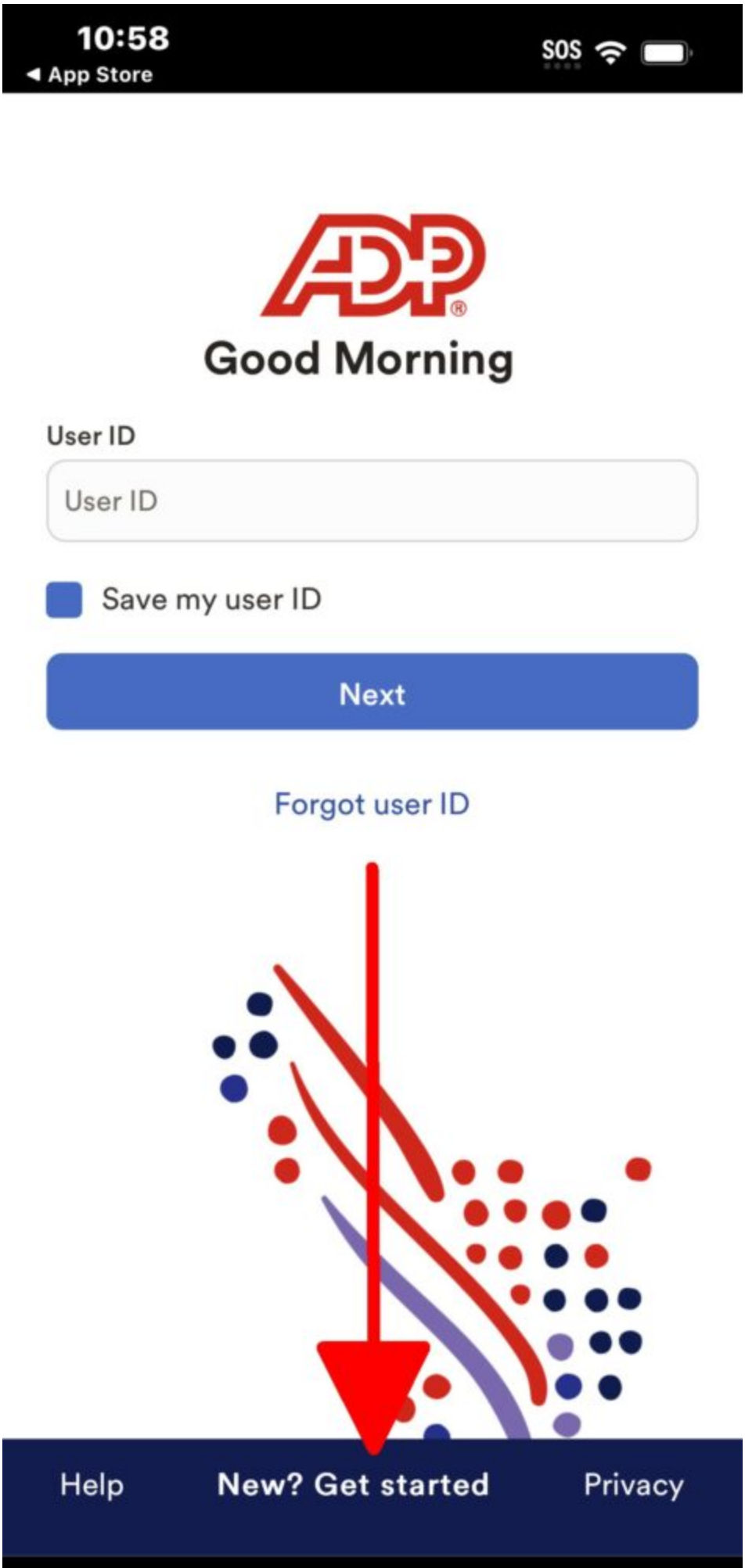
With the ADP Mobile app, you can view your pay statements, end of year tax statements, and direct deposit information, as well as request Vacation and Sick Time.

installing ADP Mobile App

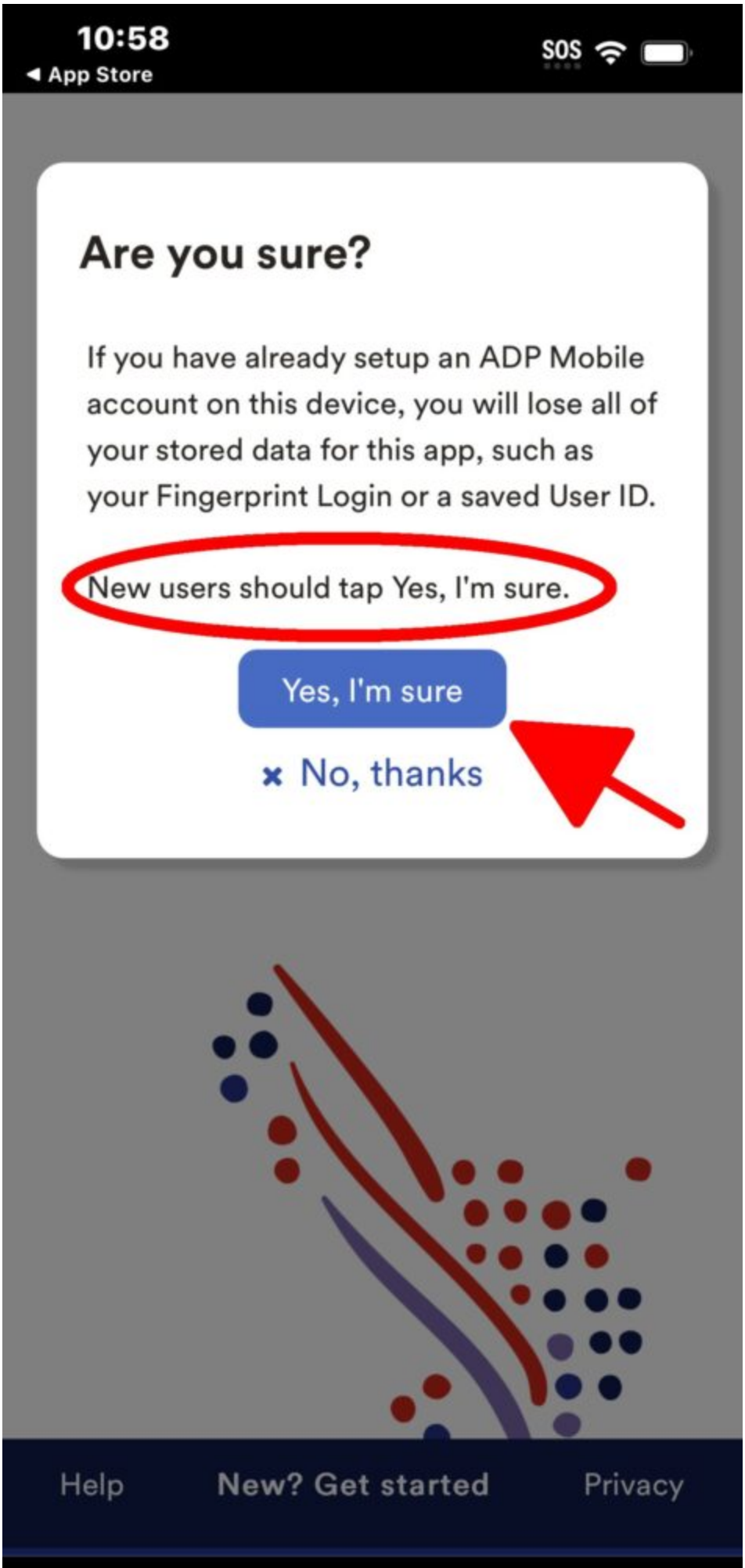
- Go to the appropriate App Store for your mobile phone platform (iOS will be shown in this doc, but it should look the same regardless of your platform). Search for "ADP". Download the "ADP Mobile Solutions" app as shown:


10:57
SOS
adp mobile app
Cancel
Trader Newbie
ADP Mobile Solutions
HR for Employees & Manag...
Get
★★★★★ 3.7M
#5 in Business | Finance
Sign in with Face ID
View your Home Screen
Good morning, Pauline!
Recommended
Status
To Do
Unread (3)
roll by ADP
DEVELOPER
ADP, Inc
View
ADP RUN
Today
Games
Apps
Arcade
Search

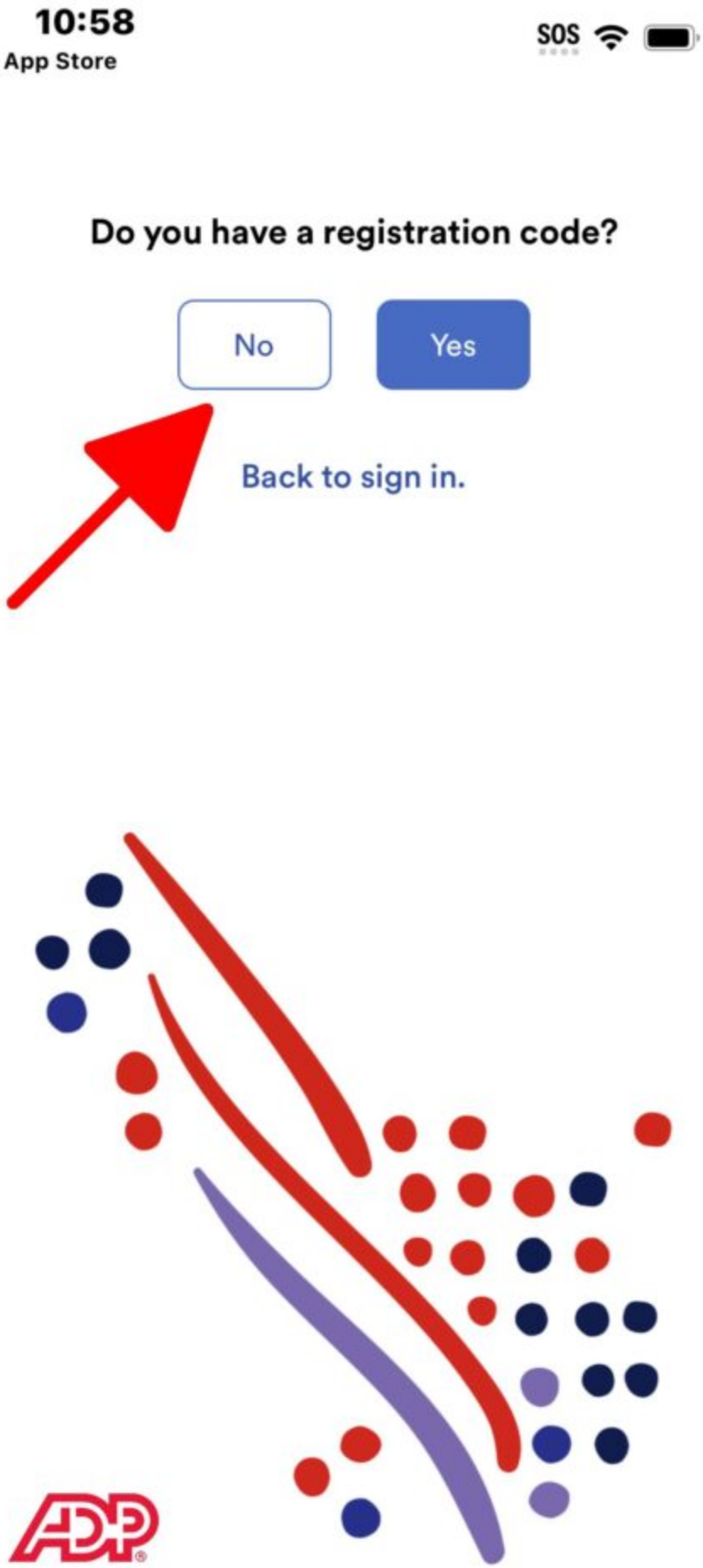
- Open the ADP app. You will be presented with a login screen. Scroll down to the very bottom of the screen and click "New? Get started".


10:58
App Store
SOS
Good Morning
User ID
User ID
Save my user ID
Next
Forgot user ID
Help
New? Get started
Privacy

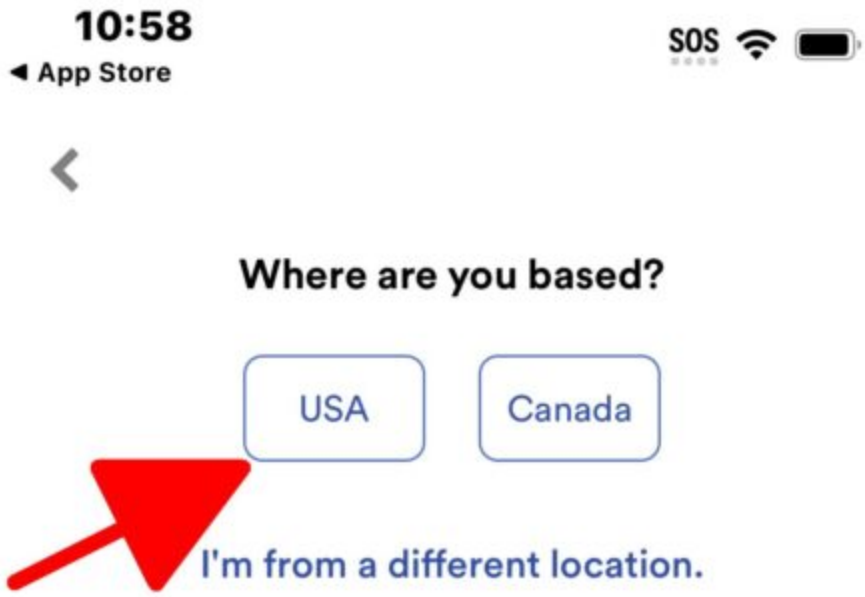
- You'll be presented a dialog asking you "Are you sure?". If you've never set yourself up in ADP before, then you should click the blue 'Yes, I'm sure" button.

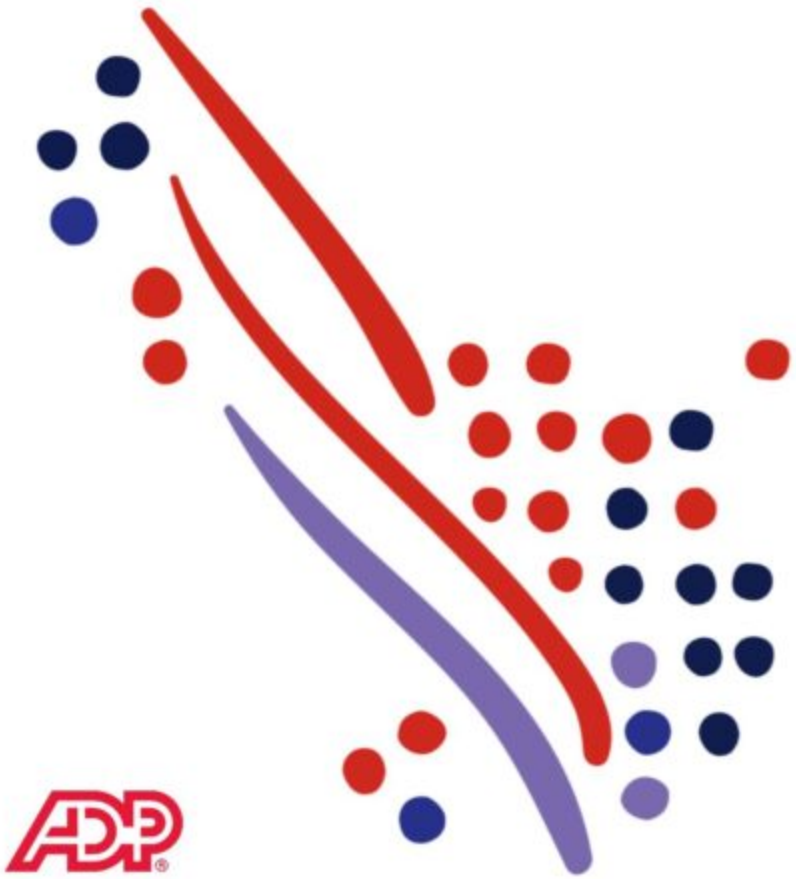

10:58
App Store
SOS
Are you sure?
If you have already setup an ADP Mobile account on this device, you will lose all of your stored data for this app, such as your Fingerprint Login or a saved User ID.
New users should tap Yes, I'm sure.
Yes, I'm sure
No, thanks
Help
New? Get started
Privacy

- You'll next be asked if you have a registration code. You will be self-enrolling with ADP, so you will click the white "No" button.

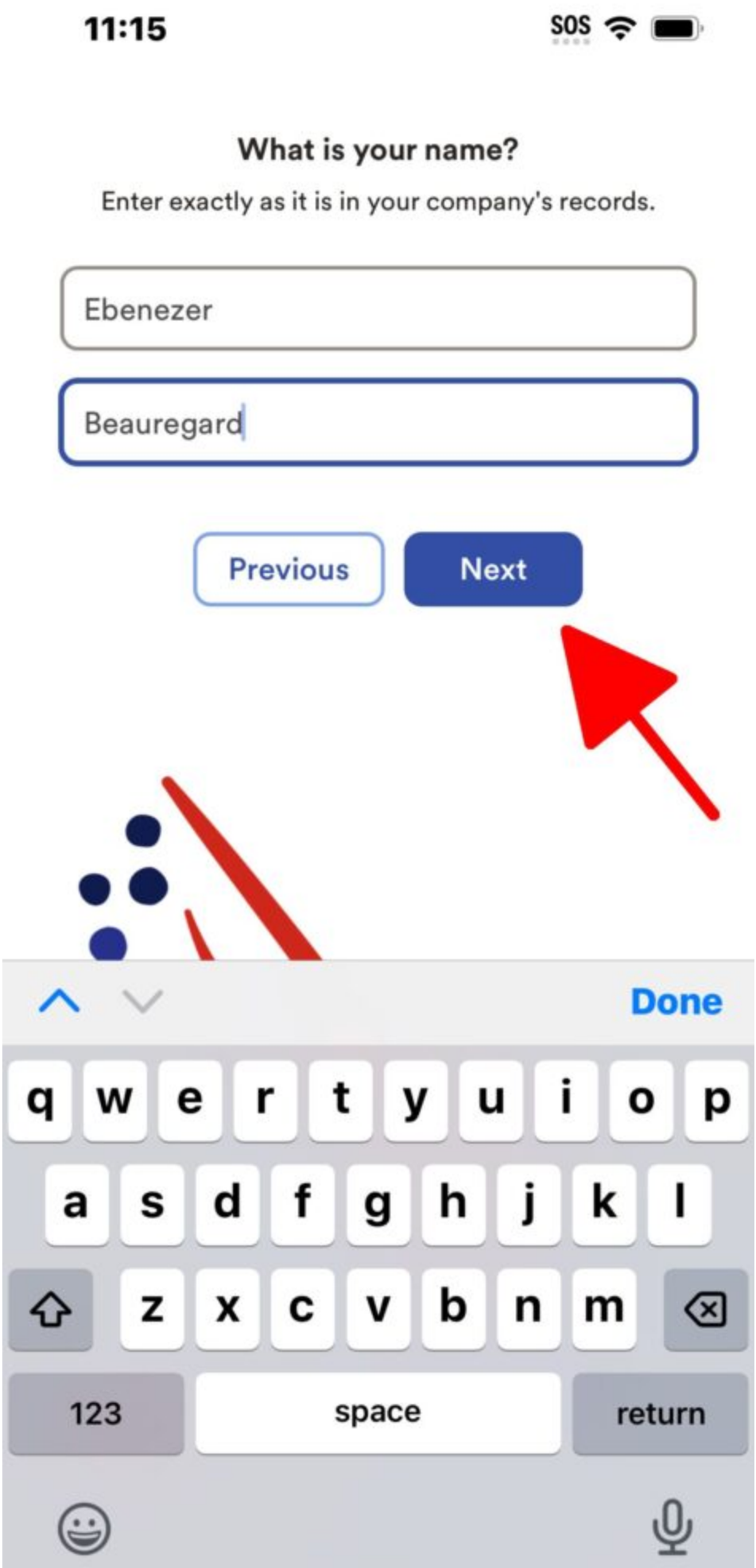

10:58
App Store
SOS
Do you have a registration code?
No
Yes
Back to sign in.

- You'll next be prompted as to where you are based. Click the white "USA" button.


10:58
App Store
SOS
Where are you based?
USA
Canada
I'm from a different location.



- You'll next be prompted for your name. It must be entered ***exactly*** as it would be entered on a legal document, i.e. your legal first and last name.


11:15
SOS
What is your name?
Enter exactly as it is in your company's records.
Ebenezer
Beauregard
Previous
Next
Done
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

- Follow the remaining screens, looking yourself up with your Social Security Number.
  - **NOTE: You may not be added into payroll until the day after the pay period ends. Until you're added into ADP from the office side, you will not be able to add yourself to the ADP Mobile app.**
- You'll be asked to create a userid, I'd suggest something along the lines of "EbenezerB@Roundup" - so that if you go to another job that uses ADP, you can set up a separate account for that job.
- You'll be asked to set up some security questions, do so.
- The remaining steps are pretty self-explanatory. Please contact Payroll if you have any questions or problems.