



**IMPORTANT!** To create your initial account using a **laptop, desktop, or iPad**, please follow the instructions below. Please sign up **AFTER 2 weekly paychecks**.

**#1 Visit [www.myadp.com](http://www.myadp.com) and select "Create Account"**

**#2 Select "I have a Registration Code"**

**#3 Enter registration code: **estub-myaline****

**#4 Enter your personal identification information**

**#5** The system will auto-generate a User ID. Create and confirm a password. Be sure to store your user ID and password in a safe place!

**#6** Follow the prompts to complete registration. You must enter a valid email address to receive an activation code and registration confirmation. If you do not have a valid email address you can sign up for a free email address on the [www.myadp.com](http://www.myadp.com) home page.

**#7** Once registration is complete, log in at [www.myadp.com](http://www.myadp.com) using your new user ID and password.

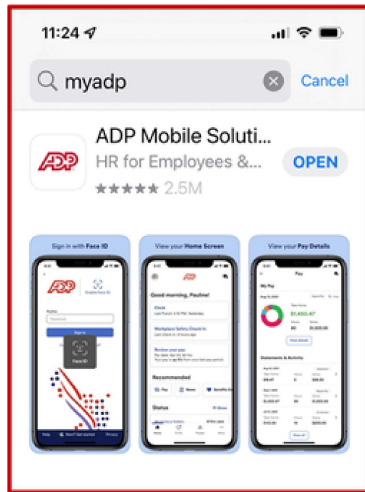
**Contact a member of the Payroll team for assistance:**  
[payroll@simonteam.com](mailto:payroll@simonteam.com) | 307-772-3223 or 307-772-3224

# ADP MyADP APP ONLINE PAY STATEMENT REGISTRATION INSTRUCTIONS



**IMPORTANT!** To create your initial account with the **MyADP app**, please follow the instructions below. Please sign up **AFTER 2 weekly paychecks**.

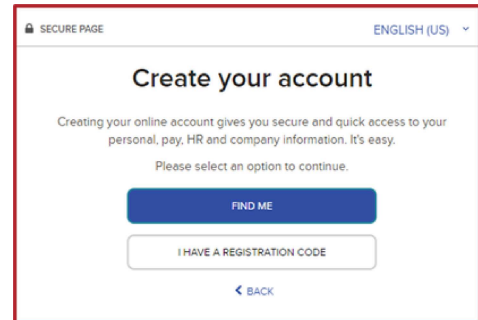
**#1** In the App Store, search for **myadp** and click "Open" to download to your phone



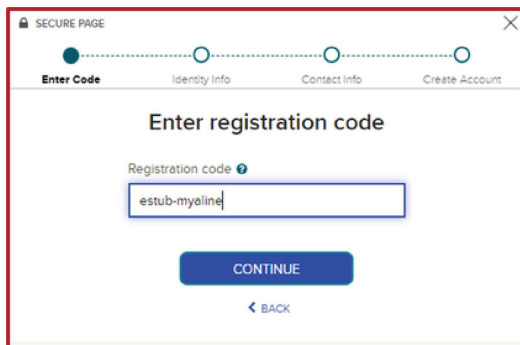
**#2** Open the ADP app and click on "**New? Get Started**" at the bottom of the screen



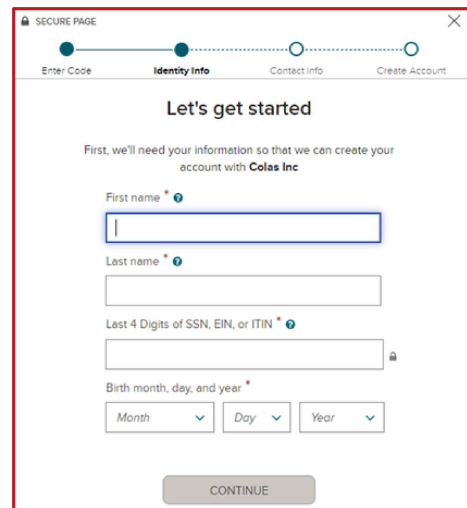
**#3** Select that you are a new employee with the company. Then Select "I have a Registration Code"



**#4** Enter registration code: **estub-myaline**



**#5** Enter your personal identification information



**#6** The system will auto-generate a User ID. Create and confirm a password. Be sure to store your user ID and password in a safe place!

**#7** Follow the prompts to complete registration. You must enter a valid email address to receive an activation code and registration confirmation. If you do not have a valid email address you can sign up for a free email address on the [www.myadp.com](http://www.myadp.com) home page.

**#8** Once registration is complete, log in at [www.myadp.com](http://www.myadp.com) using your new user ID and password.

**Contact a member of the Payroll team for assistance:**  
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