



Internet Security Registration

Add Client and Client User(s)

Please complete this form which will allow access to ADP internet products and set up users in your company. Provide this information to your ADP representative for each person in your company who is to have security access to ADP products.

* Indicates required field.

SECTION ONE - Total Pay® Products

*Client Status: ☐ New Client ☐ Existing Client

*Add TotalPay Product(s): ☐ TotalPay iNET ☐ TotalPay Card ☐ Other TotalPay products: _____

SECTION TWO - Company Information

*Client ID: _____ Give a short description of company (Max 10 positions). Note: This Client ID is **permanent** and will be part of the User ID for your employees, which they will enter with each logon session.
Example: JDoe@wxyz where wxyz is client ID)

*Primary ADP Company Code: _____ *Branch Code: _____

(Add additional company codes on reverse side)

If you are an existing client, go directly to Section Three, Client User Information, if additional users are needed.

*Client Name:
(Company business name) _____

*Address Line 1: _____

Address Line 2 : _____

*City: _____

*State: _____

*Zip Code: _____

*Phone Number: _____

Fax Number: _____

Co. E-mail Address: _____

Self Service Registration Passcode:

(Allows employees to self register for access to ADP products, if applicable) _____

Company Web site: http:// _____

Notes: _____

SECTION THREE - Client User Information

*User Type: (select one): ☐ Security Master ☐ Security Administrator

*First Name: _____ *Last name: _____

*E-mail address: _____

*Phone: _____

SECTION FOUR – Business address if different from Section Two

Mailing Address Line 1: _____

Mailing Address Line 2: _____

City: _____

State: _____

Zip Code: _____

Be prepared to answer two of the following questions verbally with your ADP representative. It will be used as an additional level of security when you complete the online registration:

What was your favorite childhood pet's name?
What was the name of your first school?
What is your all-time favorite past-time?
What is your all-time favorite sports team?
What is your father's middle name?
What was your high school mascot?
Where did you first meet your spouse?

What was your best friend's name when you were a child?
What was the name of your favorite food as a child?
What was the first sport you ever played as a child?
In what town did you spend most of your youth?
What was the name of your high school?
What year did you graduate high school?

Also provide: Month / Day of Birth and City/Town of Birth

Internet Security Registration

[illegible]