



## Getting started with ADP Mobile Solutions

To begin using ADP Mobile Solutions on your mobile device, you **must currently have a registered user profile for ADP Workforce Now or ADP Employee Self Service.**

**NOTE:** New users who have just established a profile must wait 24 hours before accessing ADP Mobile Solutions.

### Accessing ADP Mobile Solutions on your Mobile Device

**Before you begin: Confirm that you are using a compatible mobile device:**

- iPhone ( 3G or 4G)
- iPad
- iPad touch
- Android (V2.0 or higher)
- BlackBerry (V4.6.1. or higher)

1. On your mobile device, go to: <https://mobile.adp.com>
2. On the Login page, enter your ADP User ID

**Note:** If you don't want to re-enter it every time you launch the application ,select **Remember USER ID and the select Submit.**

3. Enter your ADP Password and select **Log in.**
4. Review the Terms of Use and select **Accept.**

From the Springboard, you can now access the available ADP Mobile Solutions.

### Logging in with a PIN

If you plan to use ADP Mobile Solutions frequently or if you use a mobile device without a key pad you may prefer to create a Pin (Personal Identification Number) for faster login.

1. In the upper right corner of the Springboard, select the Settings icon.
2. Select Preferences and then select **I want to login with a PIN.**
3. Enter your PIN and confirm your selections.

**Note:** Your PIN must be 4 to 10 digits long. It can't be a sequence of digits (e.g., 2345 ) or the same digit (e.g., 3333).



**McGrath Systems**

Where People & Performance Meet