

## ADP Registration and Log In Instructions

**REGISTER** (New Hires can register beginning **Wednesday** after hire date)

- Go to [www.myadp.com](http://www.myadp.com)
- Click **Create Account**.
- Click **I HAVE A REGISTRATION CODE**
- Enter the registration code: **ORNL-ENROLL** and click **Continue**.
- Click **Enter Information**
- Enter your official name as it appears on your ORNL personnel records.
- Enter other requested information and click **Confirm**.
  - If the prompt indicates that your record was found, click **Register Now**.
  - If the prompt indicates your record could not be found, contact the Benefits Service Center at 1-800-211-3622.
- On the **Register for Services** page, enter your contact information.
- Make a note of your **User ID** (your ADP generated User ID).
- Create a password.
- Select and answer security questions.
- If prompted, read the terms and conditions and select the **I Agree** check box.
- Click **Register** (or **Register Now**).

**You can now sign in to the ORNL Benefits Enrollment website via ADP.**

### **SIGN IN**

- Go to [www.myadp.com](http://www.myadp.com)
- Enter your **User Name** (your ADP generated User ID).
- Enter the **Password** you created during registration process above.
- Click **Sign In**.