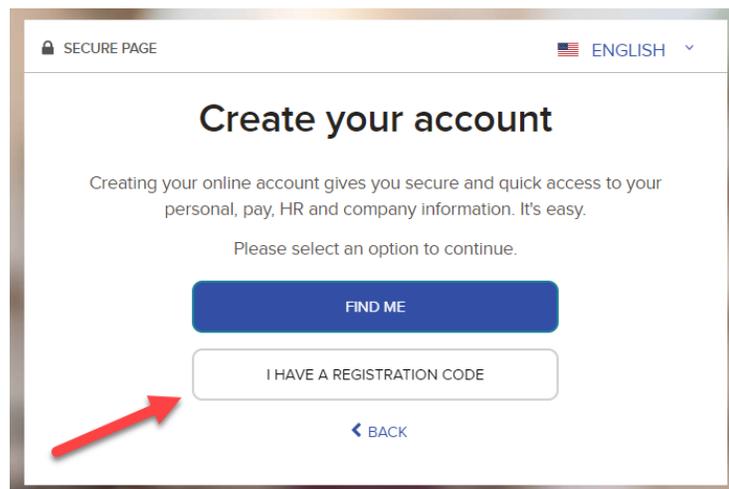
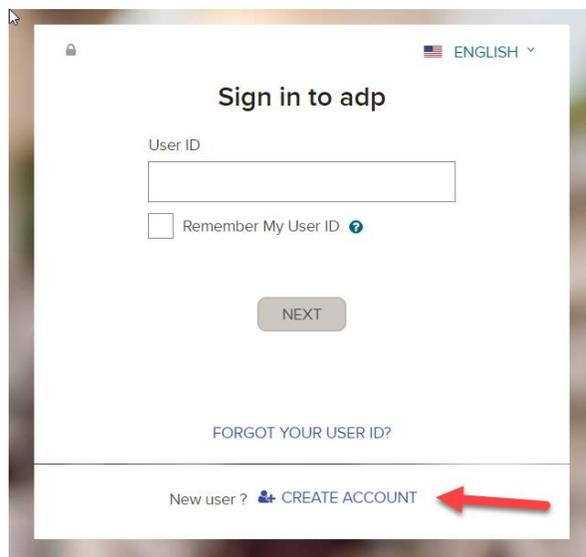


User Registration – Desktop

Below are the Enterprise (EV5) registration instructions for iPay Users:

1. Type in URL: **my.adp.com**
2. Click “Create Account” at bottom of sign-in page
3. Select “**I Have a Registration Code**”, Enter: **DRVC2-GoLive**
4. Fill in your personal information (Full Name, Last 4 digits of SSN and Date of Birth)
5. Continue thru the panels (system will auto-assign your User ID).
Note: your Enterprise User ID will have the extension **@DRVC2**



User Registration – Mobile – App Already Downloaded

Below are the Enterprise (EV5) registration instructions for iPay Users:

1. Go to the ADP App on your phone
2. Click “Reset Account” at bottom of sign-in page
3. You will get a Popup “Are you sure?” – Click Reset
4. Select “**I Have a Registration Code**”, Enter: **DRVC2-GoLive**
5. Fill in your personal information (Full Name, Last 4 digits of SSN and Date of Birth)
6. Continue thru the panels (system will auto-assign your User ID).
7. **Note:** your Enterprise User ID will have the extension @DRVC2

User Registration – Mobile

1. Download the ADP Mobile App (ADP Mobile Solutions) to your phone
2. Click “New? GET STARTED” at bottom of sign-in page
3. Select “**I Have a Registration Code**”, Enter: **DRVC2-GoLive**
4. Fill in your personal information (Full Name, Last 4 digits of SSN and Date of Birth)
5. Continue thru the panels (system will auto-assign your User ID).
6. **Note:** your Enterprise User ID will have the extension @DRVC2