

Employee ADP Online Portal Registration Instructions

Go to <https://my.adp.com>

Click on Create Account

Click on “I have a registration code”

Registration Code – Enter **CITYHVLNC-COHW2**

Enter First Name, Last Name, Social Security Number without dashes, and Birth Date

Click on Register By Service

Enter the following:

Control number – Employee ID : this is your Oracle employee number *if your EE number is only 2 digits in Oracle put a 0 in front of it

Control Number – Company Code : **790** * Please note this is the letter O

Zip Code – Your personal mailing address zip code

Employee’s SSA Number – Social Security number without dashes

Click Continue : Select Option to Verify your Identity (Either by mobile number or ask me identity questions)

Follow Instructions

Look for email to come through with your login information

Go back to <https://my.adp.com>

Login with Username received in email and Password you created