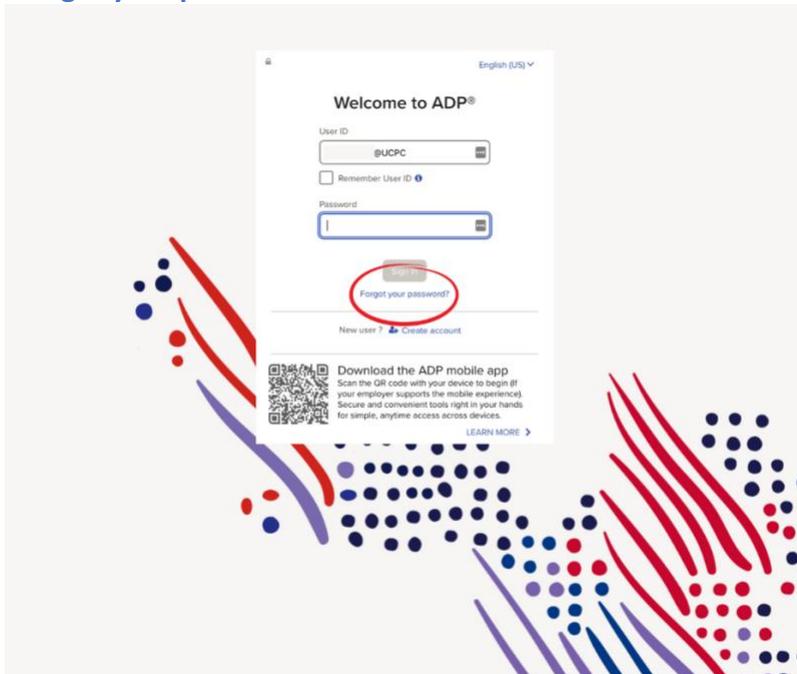


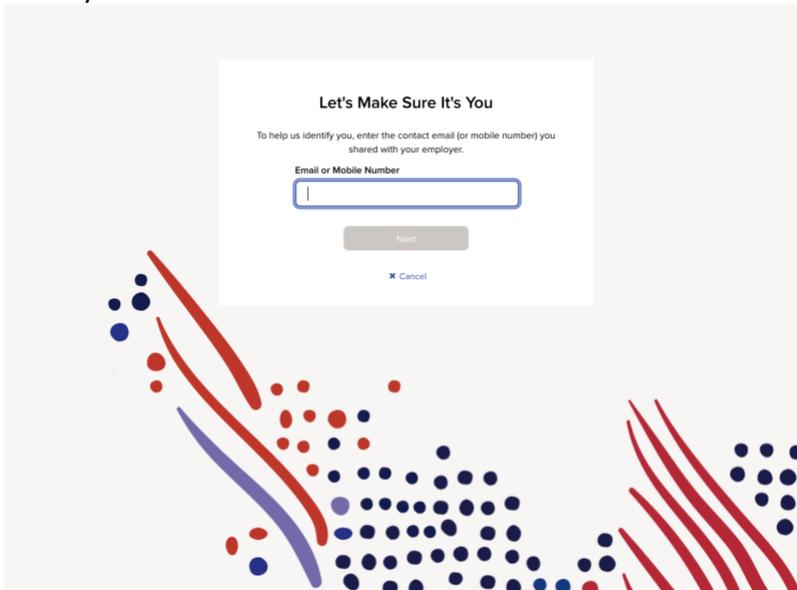
## ADP PASSWORD RESET

If you are locked out or need to reset your ADP password, please follow the instructions below.

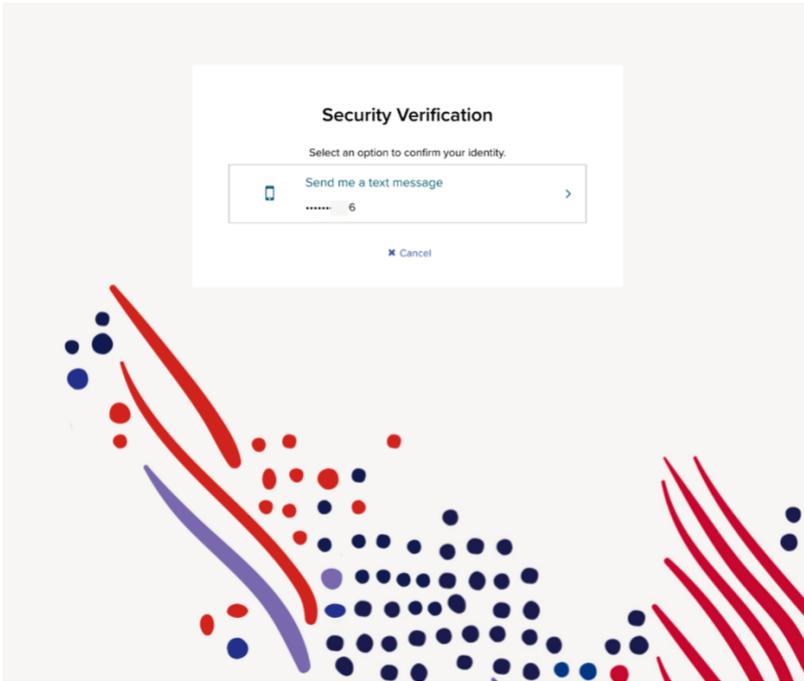
1. Using any modern browser, go to <https://my.adp.com>
2. Enter your user id. On the next screen under the box to enter your password, click **“Forgot your password?”**



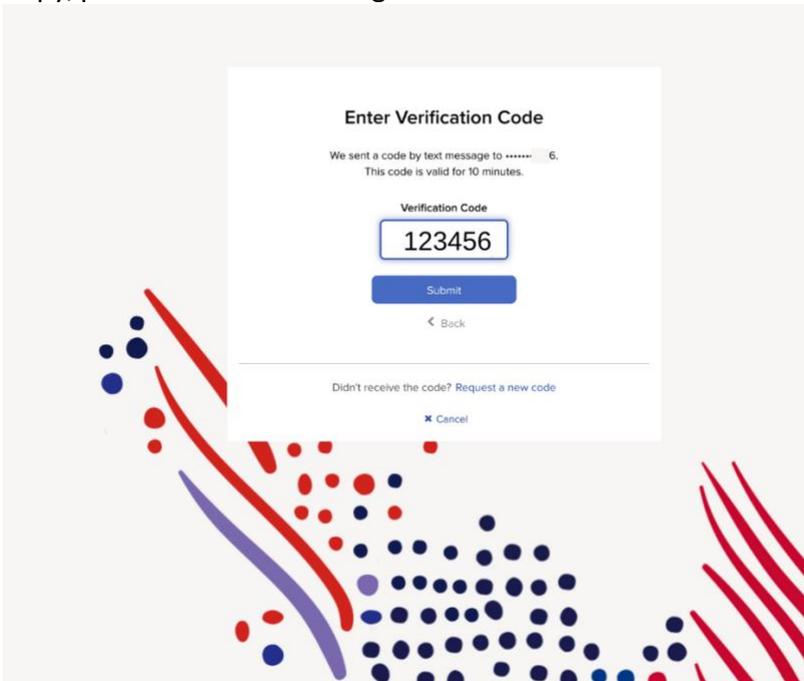
3. Enter your email or mobile number associated with the account for verification.



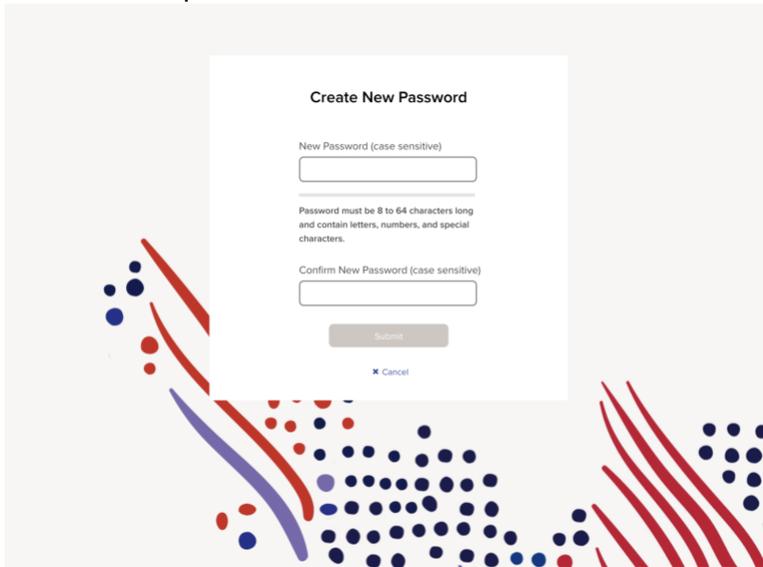
4. Click the box with your selected verification method to send a message. You will receive a code via email or text.



5. Copy/paste or enter the 6-digit code and click **Submit**.



6. Create a new password.



The image shows a 'Create New Password' form centered on a light gray background. The form is white and contains the following elements: a title 'Create New Password', a label 'New Password (case sensitive)' above a text input field, a password requirement note 'Password must be 8 to 64 characters long and contain letters, numbers, and special characters.', a label 'Confirm New Password (case sensitive)' above another text input field, a 'Submit' button, and a 'Cancel' link. The background features a decorative pattern of red, white, and blue stripes and dots, reminiscent of the American flag.

7. Click **Submit**. You will be returned to the login screen.  
Note: Please contact the HR Helpdesk if you were not able to complete these steps successfully.