



Introduction

ADP's innovative new app, ADP Mobile Solutions, provides pay statement information for the last five pay periods to your employees, anytime, anywhere, right from their mobile device.

ADP Mobile Solutions is activated automatically for all users of ADP Pay Statements. If you want to disable this feature, please contact your Service Representative.

Starting Employees with ADP Mobile Solutions

To begin using ADP Mobile Solutions on their mobile device, employees must currently have a registered user profile for ADP Workforce Now, Pay Statements, or ADP Employee Self Service.

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

Depending on the device you use, there are two ways to use ADP Mobile Solutions:

- Accessing ADP Mobile Solutions using your device browser
- Downloading the app to your Apple mobile device

Compatible Mobile Devices

Confirm that you are using a compatible mobile device:

- Android™ mobile technology platform (v2.0 or higher)
- BlackBerry® smartphone (v4.6.1 or higher)
- iPhone® (3G or higher), iPad® or iPod touch® (iOS 4.0 or higher) mobile digital devices

Access ADP Mobile Solutions from ADP

Important: If you are using an iPhone, iPad, or iPod Touch, you can also use the alternate procedure, [Download ADP Mobile Solutions from App Store](#).

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

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

3. Enter your ADP Password and select **Log In**.

If you forget your password, select **Forgot?** and follow the instructions to reset it by logging in from a desktop browser (not your mobile device).

4. Review the Terms of Use and select **Accept**.

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



Download ADP Mobile Solutions from App Store

As an alternative to downloading ADP Mobile Solutions from ADP, you can download the iPhone, iPad, or iPad Touch app directly from the App Store.

Before you Begin: Confirm you are using a [compatible mobile device](#).

1. Go to the App store on your device or iTunes® on your computer and download the ADP Mobile Solutions app.
2. From the ADP Mobile Solutions Login page, enter your ADP User ID.

If you don't want to re-enter it every time you launch the application, turn on **Save My User ID** and then select **Log in**.

3. Enter your ADP Password and select **Log In**.

If you forget your password, select **Forgot?** and follow the instructions to reset it by logging in from a desktop browser (not your mobile device).

4. Review the Terms of Use and select **Accept**.

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

Log 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 log in with a PIN**.
3. Enter your PIN and confirm your selections.

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).