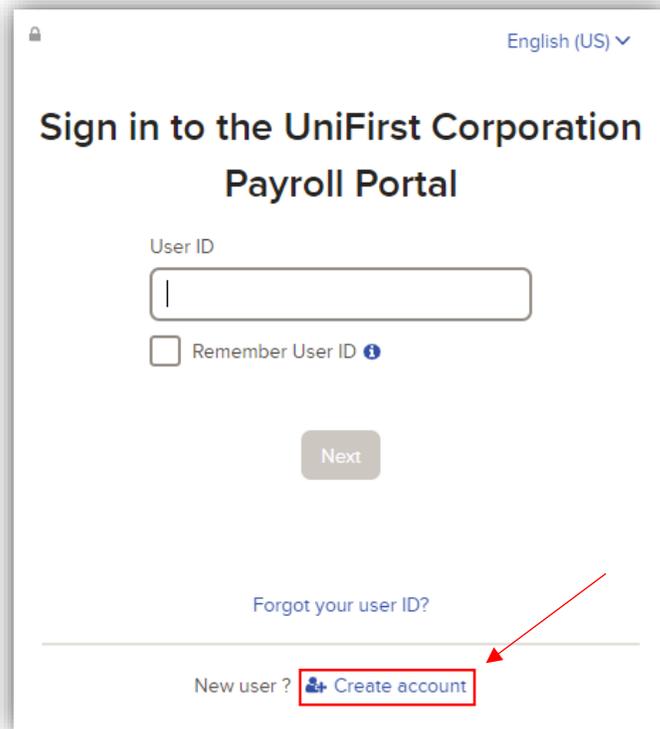


MyADP Registration Instructions

Please note that you cannot login to MyADP until after your first pay day. Users are also unable to login to the ADP Mobile app on their phones, until after they have registered online using the steps below.

1. Go to: <https://my.adp.com/static/redbox/login.html?alias=unifirst>
2. Click on **Create account**



English (US) ▾

Sign in to the UniFirst Corporation Payroll Portal

User ID

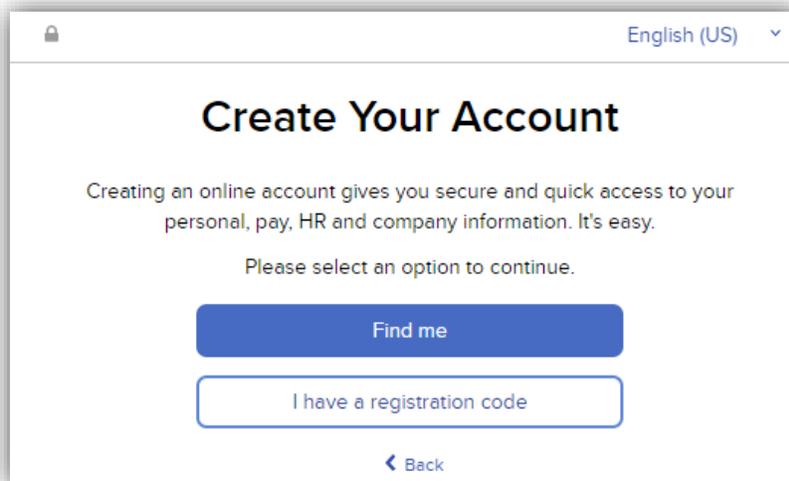
Remember User ID ⓘ

Next

[Forgot your user ID?](#)

New user ? **Create account**

3. Click on **I have a registration code**



English (US) ▾

Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

Find me

I have a registration code

[< Back](#)

4. Enter the UniFirst registration code: **UniFirst-Online** and then click **Continue**

The screenshot shows a registration window with a progress bar at the top. The progress bar has four steps: 'Enter Code' (active, filled circle), 'Identity Info' (empty circle), 'Contact Info' (empty circle), and 'Create Account' (empty circle). Below the progress bar, the title 'Enter Registration Code' is centered. Underneath, there is a label 'Registration Code' with an information icon. A text input field contains the text 'UniFirst-Online'. Below the input field is a blue 'Continue' button. At the bottom center, there is a '< Back' link.

5. Enter your First Name, Last Name, Employee ID, the Last 4 Digits of your SSN, EIN, or ITIN, then click **Continue**
- a. Please note that your Employee ID is your unique 6-digit numerical ID with UniFirst. If you have a UniFirst login, it likely consists of the first letter of your name + your 6-digit Employee ID. Do not include the alphabetic character when entering your Employee ID during the registration process.

The screenshot shows a registration window with a progress bar at the top. The progress bar has four steps: 'Enter Code' (empty circle), 'Identity Info' (active, filled circle), 'Contact Info' (empty circle), and 'Create Account' (empty circle). Below the progress bar, the title 'Let's Get Started' is centered. Underneath, there is a sub-header 'First, we'll need some information to create your account with UniFirst Corporation'. There are four text input fields: 'First Name' with an asterisk and information icon, 'Last Name' with an asterisk and information icon, 'Employee ID' with an asterisk, and 'Last 4 Digits of SSN, EIN, or ITIN' with an asterisk, information icon, and a lock icon. Below the input fields is a grey 'Continue' button.

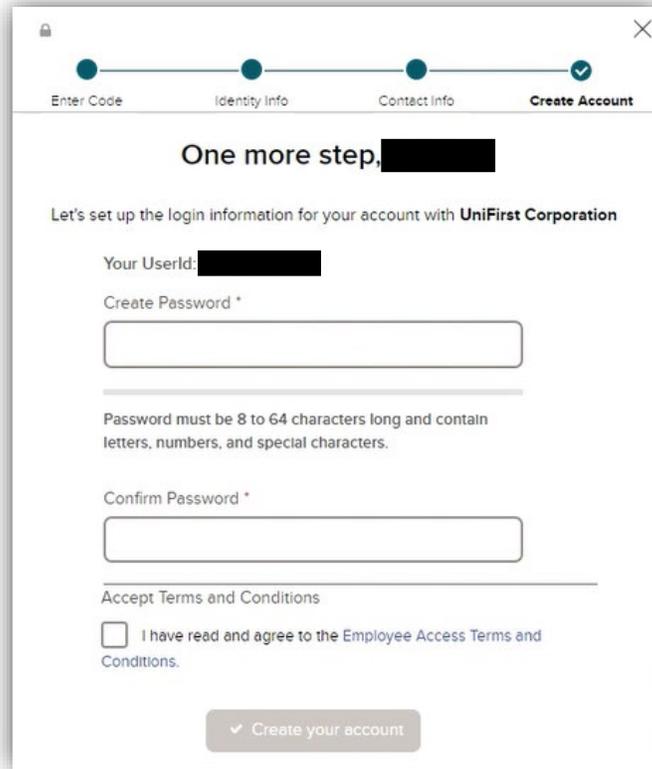
6. Enter your **Primary Contact Information** then click **Continue**
 - a. Please note that this will be used anytime you need to be sent a verification code and/or recover your account login information, in a situation where you've forgotten it.

The screenshot shows a mobile application interface for account protection. At the top, a progress bar indicates four steps: 'Enter Code', 'Identity Info', 'Contact Info' (which is the current step), and 'Create Account'. The main heading is 'Help Us Protect Your Account'. Below this, a section titled 'Primary Contact Information' explains that an active email and mobile number are required for verification and account recovery. The form includes two input sections: 'Email*' with a dropdown menu set to 'Work' and an empty text field; and 'Phone' with a dropdown menu set to 'Personal, Mobile', a country dropdown set to 'US', and a text field containing '+1'. A blue link 'Add backup contact information' is positioned below the phone field. At the bottom, there is a grey 'Continue' button.

7. Verify your contact information by selecting to have a code sent to your email or phone. Enter this code as applicable and proceed to the next step.

The screenshot shows the 'Verify contact information' screen. The progress bar at the top is the same as in the previous screenshot, with 'Contact Info' highlighted. The heading is 'Verify contact information'. The instruction reads: 'Select a way to contact you. We will send a code to your mobile or email address.' There are two selectable options: 'Send me a text message' (SMS text) with a mobile phone icon, and 'Send me an email' with an email icon and the text '@unifirst.com'. Both options have a right-pointing chevron. Below these options is a link that says 'Skip this step'. At the bottom of the screen, there is a link that says 'Need to make changes? Edit contact information'.

8. Write down the User ID that the system generates for you, as you will need this to login to your account. You will also need to create/confirm your password, as well as agree to the Terms and Conditions. Click **Create your account** to finalize your registration.
 - a. Please note that your User ID will end in “@unifirst” **WITHOUT** the .com



The screenshot shows a web browser window with a registration form. At the top, there is a progress bar with four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Create Account' step is currently active and marked with a checkmark. Below the progress bar, the heading reads 'One more step, [redacted]'. The main text says 'Let's set up the login information for your account with UniFirst Corporation'. The form includes a 'Your UserId:' field with a redacted value, a 'Create Password *' field, and a 'Confirm Password *' field. Below these fields, there is a note: 'Password must be 8 to 64 characters long and contain letters, numbers, and special characters.' At the bottom of the form, there is a section for 'Accept Terms and Conditions' with an unchecked checkbox and the text 'I have read and agree to the Employee Access Terms and Conditions.' A 'Create your account' button is located at the very bottom of the form.

9. After completing the registration process, try logging in with your User ID and Password, and confirm you can login without issues.
 - a. Note that your paystubs are not made available until your pay date

**For any questions or issues with the MyADP registration process,
please contact the Payroll Department at 978-527-3989**