



A more human resource.™

**ADP Workforce Now®**

# **Setting Up ADP Mobile Solutions**



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## Getting Your Employees Started with ADP Mobile Solutions

To begin using ADP Mobile Solutions your employees need to download the application to a compatible mobile device. There are four ways to download the application:

- Downloading ADP Mobile Solutions from ADP
- Logging in with Fingerprint Login
- Downloading ADP Mobile Solutions from the Apple Store
- Downloading ADP Mobile Solutions from Google Play

The method used depends on your mobile device. For example, if you use an Apple device, you would download the application from the App Store or iTunes. If you use an Android™ device, you would download the application from the Google Play™.

Employees with fingerprint login capable smartphones can use fingerprint login for login. They must select the Enable Fingerprint checkbox on the login page to activate that feature.

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

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### Downloading ADP Mobile Solutions from ADP

**Before you begin:** Confirm that you are using a compatible mobile device:

- Android™ mobile technology platform (v5.0 or higher)
- iPhone® or iPad® (iOS 9.0 or higher)

**Starting Point:** On your mobile device - <https://mobile.adp.com>

- 1 On the Login page, enter your ADP User ID.

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

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- 2 Enter your ADP Password and select **Log In**.

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**Note:** 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).

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- 3 Review the Terms of Use and select **Accept**.

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

### Logging in with Fingerprint Login

If you plan to use ADP Mobile Solutions frequently, and your mobile device has fingerprint login capability, you may prefer to use fingerprint for faster login. To enable fingerprint login:

- 1 Open the ADP Mobile Solutions app and enter a User ID.
- 2 On the login page, tap the **Enable Fingerprint** icon and accept the terms and conditions.

- 3 Log in using a password to verify.

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**Note:** After completing steps 2 and 3, fingerprint login is enabled and can be used at the next log in.

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## Downloading ADP Mobile Solutions from the Apple Store

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

**Before you Begin:** Confirm that you are using a compatible mobile device:

- iPhone® or iPad® (iOS 9.0 or higher)

**Starting Point:** On your mobile device - **App Store** or on your computer **iTunes®**

- 1 Download the ADP Mobile Solutions application.
- 2 From the ADP Mobile Solutions Login page, enter your ADP User ID.

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**Note:** 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.

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

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**Note:** 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).

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

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

## Downloading ADP Mobile Solutions from Google Play

As an alternative to downloading ADP Mobile Solutions from ADP, you can also download the Android™ app directly from Google Play™.

**Before you Begin:** Confirm that you are using a compatible mobile device:

- Android™ mobile technology platform (v5.0 or higher)

**Starting Point:** On your mobile device - **Google Play Store** or on your computer - **<http://play.google.com>**

- 1 Download the ADP Mobile Solutions application.
- 2 On the Login page, enter your ADP User ID.

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

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

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**Note:** 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).

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

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


## Finding Help in the ADP Mobile Solutions App

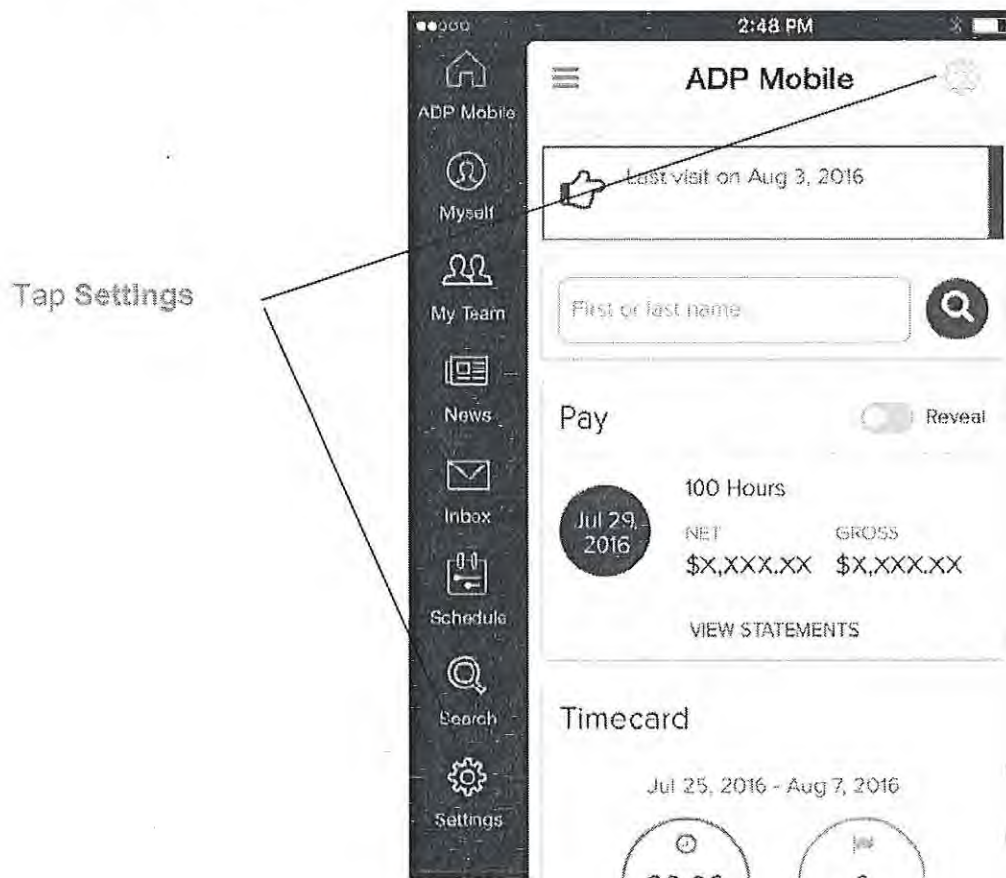
ADP Mobile Solutions features an intuitive, easy-to-navigate design with a convenient dashboard and simplified task process. ADP Mobile Solutions is designed to make completing tasks easy, however, should you need assistance, the app features robust and customized Help. You can find instructions on how to complete most tasks available in ADP Mobile Solutions by accessing the Help topics.

**Important:** Your screens, features and help may vary based on your access privileges, company setup and version of the app you are running.

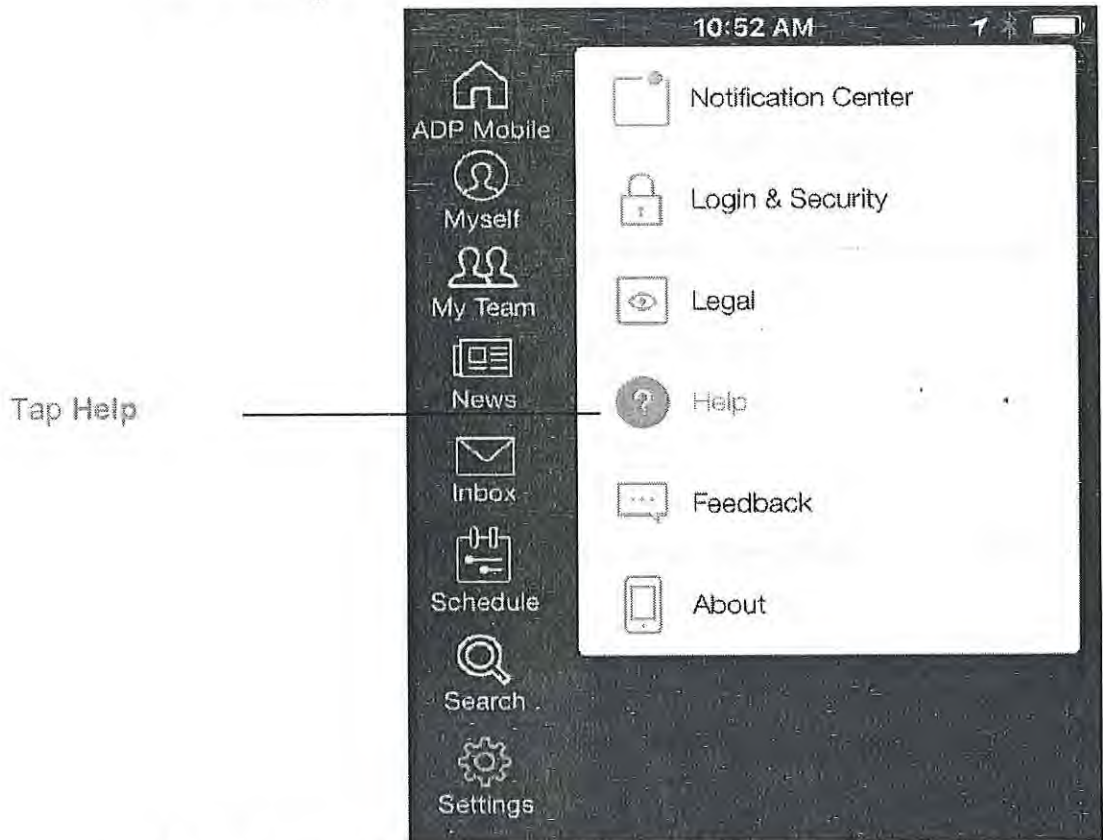
### Finding Help in ADP Mobile Solutions

**Important:** Help topics are available only for the features to which you have access. You will not see help for the features to which you do not have access.

- 1 Tap the **Settings**  icon.



2 Tap **Help** to view a list of the features available to you.



3 Tap the name of the feature to view the Help. For example, tap Benefits to view instructions on some of the actions that you can perform on that page. Help displays to assist you with the actions you can perform in that feature.

**Note:** Your screens, features and help may vary based on your access privileges and company setup.



**To view your Benefits** (if available), tap Benefits on the Dashboard or tap Myself > Benefits.

**To view details for a specific Benefits plan**, scroll to find the plan. You can view current, pending, and future elections.