TotalAccess

Registering:

TotalAccess provides you with access to pay statements, tax forms, or both, depending on the options offered by your employer. You need to register for TotalAccess before you can receive your documents online.

To register for TotalAccess if you do not have an existing ADP user account:

1. Navigate to https://totalaccess.adp.ca.
2. On the Login screen, click **Register Now**.
3. Scroll down to read the Terms and Conditions
4. To agree to the Terms and Conditions, select the checkbox and click **Submit**.
   Note: If you do not read the complete Terms and Conditions of Use, an error message is issued.
5. Enter the following details (all of the fields are required):

Field	Description
First Name	Enter your first name
Last Name	Enter your last name
Email	Enter your email address. The system will forward a temporary User ID to this email address in the event that you have forgotten your existing one.
Verify Email	Re-enter your email address
Birthday	Enter information in mm/dd/yyyy format
Hire Date	Enter the date you were hired for your current company code by your employer in mm/dd/yyyy format. If uncertain, check with your practitioner
Employee ID / File #	Enter the employee ID under the current company code. Can be 1 to 9 characters in length. If uncertain, check with your practitioner
Client #	An alphanumeric identification number that identifies the client. If uncertain, check with your practitioner

Some points to consider

Before you begin, ensure that your payroll administrator provides you with the company codes, hire date, employee ID / File # and client number needed to register. If you have been on a leave of absence, a payroll run might be required on your return before you can register for TotalAccess.

Your notes:

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Field	Description
Company Code	Enter the company code of your current employer. The company code is 3 characters in length. If uncertain check with your practitioner.
First Question	Click the arrow of the drop-down list and select a question. In the event that you forget or lose your password, you will be prompted to answer this question. This is a mandatory field. Each question should be unique.
First Response	Enter the answer to the First Question. This is a mandatory field. Each response should be unique.
Second Question	Enter the answer to the Second Question. This is a mandatory field. Each response should be unique.
Second Response	Enter the answer to the Second Question. This is a mandatory field. Each response should be unique.
Third Question	Click the arrow of the drop-down list and select a question. In the event that you forget or lose your password, you will be prompted to answer this question. This is a mandatory field. Each question should be unique.
Third Response	Enter the answer to the Third Question. This is a mandatory field. Each response should be unique.

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Field	Description
Password	For security purposes, your new password should: • Consist of a minimum of 8 characters and a maximum of 20 characters; • Contain at least 1 numeric value; • Contain at least 1 upper case character; • Contain at least 1 lower case character; • Not be the same as the current password. **Note:** Set your CAPS LOCK key correctly: Passwords are case sensitive ('PASSWORD', 'PaSsWoRd' and 'password' are not equivalent). Be sure to keep this in mind when entering a password.
Confirm Password	Re-enter your password.

6. Click **Submit** on the Registration page.

To register for TotalAccess if you already have an existing ADP user account:

Follow steps **1 – 4** above.

5. Select **Register with an existing ADP user account**. Select this option if you have an existing account with another ADP product such as people@work or User Administration.
6. Enter the following details: **User ID, Password** and **Client #** and click **Submit**.
7. Enter **Birthday, Company Code, Employee ID / File #, Hire Date, First Question, First Response, Second Question, Second Response, Third Question** and **Third Response**.
8. Click **Submit**. A confirmation message is issued verifying that you have been successfully registered for TotalAccess.

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Step 1

Navigate to https://totalaccess.adp.ca.

Step 2

On the Login screen, click **Register Now**.

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Step 3

Scroll down to read the Terms and Conditions.

Step 4

To agree to the Terms and Conditions, select the checkbox and click **Submit**.

Note: If you do not read the complete Terms and Conditions of Use, an error message is issued.

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Welcome to TotalAccess Registration

To register for TotalAccess, enter your information and click **Submit**. All fields are required. Your user ID will be emailed to you at the email address that you provide.

Note: All fields are required.

Register with an existing ADP user account.

☐ Select this if you already have a login account for another ADP product. ❓

Personal Information (5)
This helps us identify who you are.

First Name

Last Name

Email ❓

Verify Email

Birthday (mm/dd/yyyy) 📅 ❓

Employment Information (6)
This information would have been provided to you by your HR or Accounting Department.

Client # ❓

Company Code ❓

Employee ID / File # ❓

Hire Date (mm/dd/yyyy) 📅 ❓

Step 5

Fill in the **Personal Information** fields.

Step 6

Fill in the **Employment Information** fields.

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Step 7

Select and respond to security questions in **User Profile** section.

Step 8

Enter and confirm a password for your profile.

Step 9

Click **Submit** button.

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Welcome to TotalAccess Registration

Register with an existing ADP user account.

(2) ☑ Select this if you already have a login account for another ADP product. **?**

User ID [   ]

(3) Password [   ]

Client # [   ]

Submit | Cancel

To register for TotalAccess, if you already have an existing ADP User Account.

Step 1

Follow steps 1-4 above.

Step 2

Select **Register with my existing ADP user account**. Select this option if you have an existing account with another ADP product such as people@work or User Administration.

Step 3

Enter the following details: **User ID, Password** and **Client #** and click **Submit**.