



How do I register for TotalAccess?

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	<p>For security purposes, your new password should:</p> <ul style="list-style-type: none">• 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. <p>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.</p>
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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Welcome to
TOTAL Access

Manage the relationship between you and your organization.

LOGIN

User ID

Password

Client #

Login Now | (Forgot Password?)

REGISTER

- View, download and print your Pay and Tax Statements securely on-line
- Manage your profile information
- Self Registration Process. You will need your Client #, Company Code, Employee ID/File # and Hire Date

Register Now

Step 1

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

Step 2

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



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Welcome to TotalAccess Registration

Terms and Conditions of Use

1.) ACCEPTANCE OF TERMS

Your employer, through its services agreement(s) with the Employer Services division of ADP Canada Co. ("ADP") (or, if applicable, through your Employer's third party outsourcing service provider) is providing the information and services on this site (the "Site") under the following terms and conditions (the "Terms"). BY SELECTING THE CHECK BOX BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THESE TERMS. IF YOU DO NOT AGREE TO ALL OF THE TERMS, YOU ARE NOT AUTHORIZED TO ACCESS OR OTHERWISE USE THE SITE.

2.) SITE OVERVIEW

This Site is available only to users that have completed the registration process (created a user ID and password) and are employees of the employer indicated on the Site (the "Employer"). If you do not have a registered User ID and Password or are no longer an employee of the Employer, you are not authorized to use or access this Site. On this Site, you will be able to access certain information and documents relating to your payroll and human resource information made available by your Employer and to participate in certain services (the "Services"). These Services will permit you to view certain payroll and human resource information and, if applicable, to update certain personal information, such as address and banking information through the Site, which uses certain software proprietary to ADP and its licensors (the "Software").

By selecting this check box, I acknowledge that I have read, understood and agree to the terms and conditions set forth above and wish to enter the TotalAccess site.

|

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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User Profile **7**

Select the security questions you want to use and provide an answer for each.

First Question	<input type="text" value="<Please select a question >"/>
First Response	<input type="text"/>
Second Question	<input type="text" value="<Please select a question >"/>
Second Response	<input type="text"/>
Third Question	<input type="text" value="<Please select a question >"/>
Third Response	<input type="text"/>
Password	<input type="password"/> 8 <input type="button" value="?"/>
Confirm Password	<input type="password"/>

|

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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

2

Register with an existing ADP user account.

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**.