How do I register for ADP Vantage HCM?


   Note: For information about supported Internet browsers and operating systems, click Help Getting Started in the First Time User? section.

2. From the Welcome page, click Register Here. Review the terms and conditions and click Accept to continue.

3. On step 1, Enter your registration code and click Next.

4. On step 2, verify that your company name appears and click Next.

5. On step 3, complete the fields specified with a red asterisk, which are required to verify your identity.

6. On step 4, create a user ID and password.

7. On step 5, select security questions, type the answers, and click Next.

   Note: Your answers must be at least two characters long and be easy for you to remember.

8. On step 6, enter your e-mail addresses and your contact phone numbers and click Next.

9. On step 7, verify the information and either click Previous to correct entries or click Login or Done.

What can I do if I forget my password?

1. From the Welcome page, click Forgot your Password?

2. On step 1, type your user ID and click Next.

3. On step 2, select either Reset my password on screen or Send a temporary password and click Next.

   Note: You have the option to send your temporary password to the e-mail address or it may be texted to a mobile phone number you specified on step 6 of the registration process.

   If you select Reset my password on screen

   4. On step 3, provide information to verify your identity and click Next.

   5. On step 4, type and confirm a new password.

   6. On step 5, click Log In.

   7. Log in with your user ID and the password you created.

   If you select Send a temporary password

   4. On step 3, provide information to verify your identity and click Next.

   5. On step 5, click Log In.

   6. Log in with your user ID and the temporary password sent to your e-mail address or mobile phone. (You will be prompted to change it the first time you use it.)

What can I do if I forget my user ID?

1. From the Welcome page, click Forgot your User ID?

2. On step 1, enter your e-mail address and click Next.

3. On step 2, select either Display My User ID or Send My User ID to: and click Next.

   Note: You have the option to send your user ID to the e-mail address or it may be texted to a mobile phone number you specified on step 6 of the registration process.

   If you select Display My User ID

   4. On step 3, provide information to verify your identity and click Next.

   5. On step 4, note your user ID and click Log In.

   6. Log in with your user ID (noted in the previous step).

   If you select Send My User ID to:

   4. On step 3, verify the communication method is correct (i.e., sending your user ID to your e-mail address).

   5. On step 4, click Log In.

   6. Log in with your user ID (sent to your e-mail address or mobile phone).
Registration Job Aid (Detailed Instructions & Screen Shots)

Open an internet browser (Internet Explorer 8 or Firefox. FireFox is the preferred browser and ADP Vantage functions work better with FireFox) go to:


Since you will be registering for the first time, please use the First Time User section

Read and accept Terms and Conditions (click ‘I Agree’).
Step 1: Enter the following Registration Code: **YMCASV-ADP**
Then Click next

Step 2: Select **Partial SSN** as the Identity Type and enter your:
- First Name:
- Last Name:
- Last 4 digits of SSN
- Confirm Last 4 digits of SSN
- Birth Month and Day.
Click Next

Step 3: Create your own User ID.
Recommendation is **FirstInitialLastName**

Example1: Rose Watts will be “RWATTS”
Example2: Neel Dhar will be “NDHAR”

User ID is not case sensitive.
You will then need to create your own Password (must be 8 characters long and contain at least 1 letter and 1 number. Password is case sensitive).
Click Next
Step 4: For security, you will be asked and need to pick as well as answer three personal questions. Should you forget your log in, one or more of these questions responses will be used to help you retrieve a new log in.

After choosing three questions and providing an answer, click Next.
Step 5: Enter your work email address – this is where you will be notified of your registration or other notifications from ADP Vantage. **Please note you will need to have access to this email account to complete the registration process. An email with an Activation code will be sent and will be needed for the next step.** Click Next

Example of the email with the Activation code.
Step 6: Type in the Activation code sent to you via email. Click Next.

Step 7: Review and confirm the information you have previously entered. Click Submit.

You have successfully registered. You may now log in. Click Log in.
An additional email will be sent to after you register.

You now can log in as a user from the USER LOGIN. Entering the ID and password you created. Click Log in.
You are now entered into ADP for YMCASV as an employee. You will be able to see your own information (Myself). If you are a Manager and have employees reporting to you, you will be able to see those who report to you (My Team).