ADP Vantage Registration Instructions for ESS Users

1. Go to the ADP Vantage HCM login page https://adpvantage.adp.com
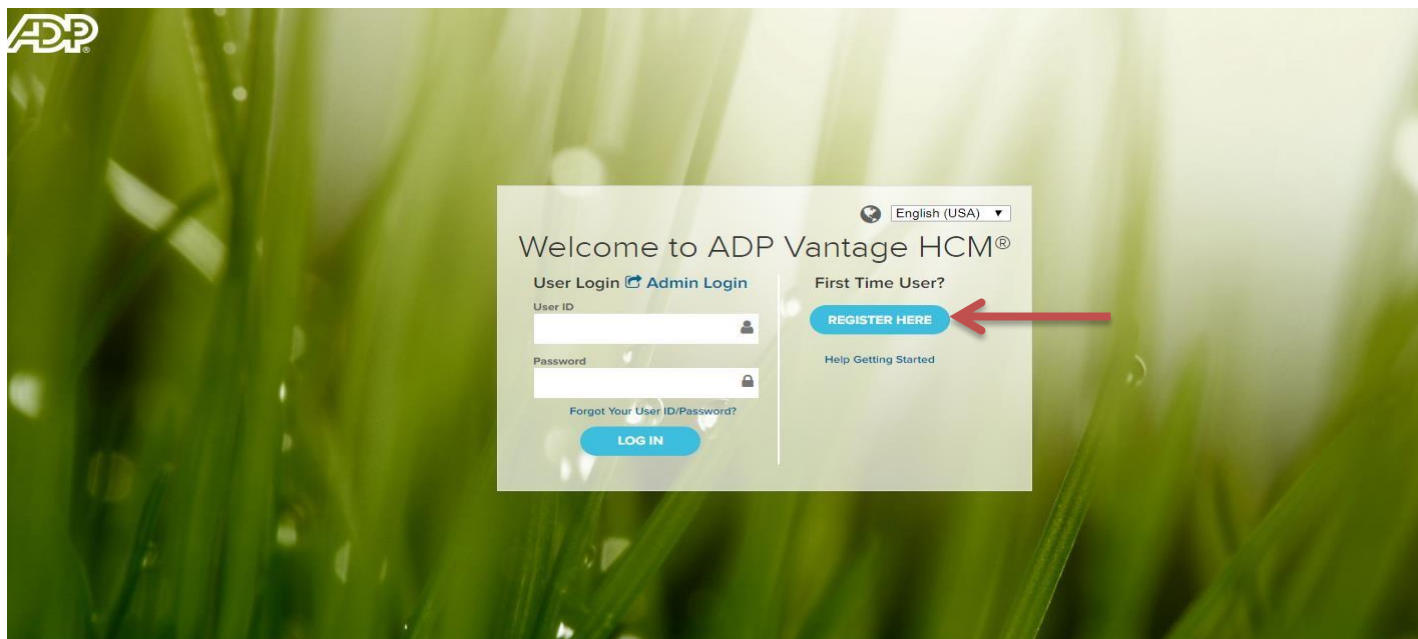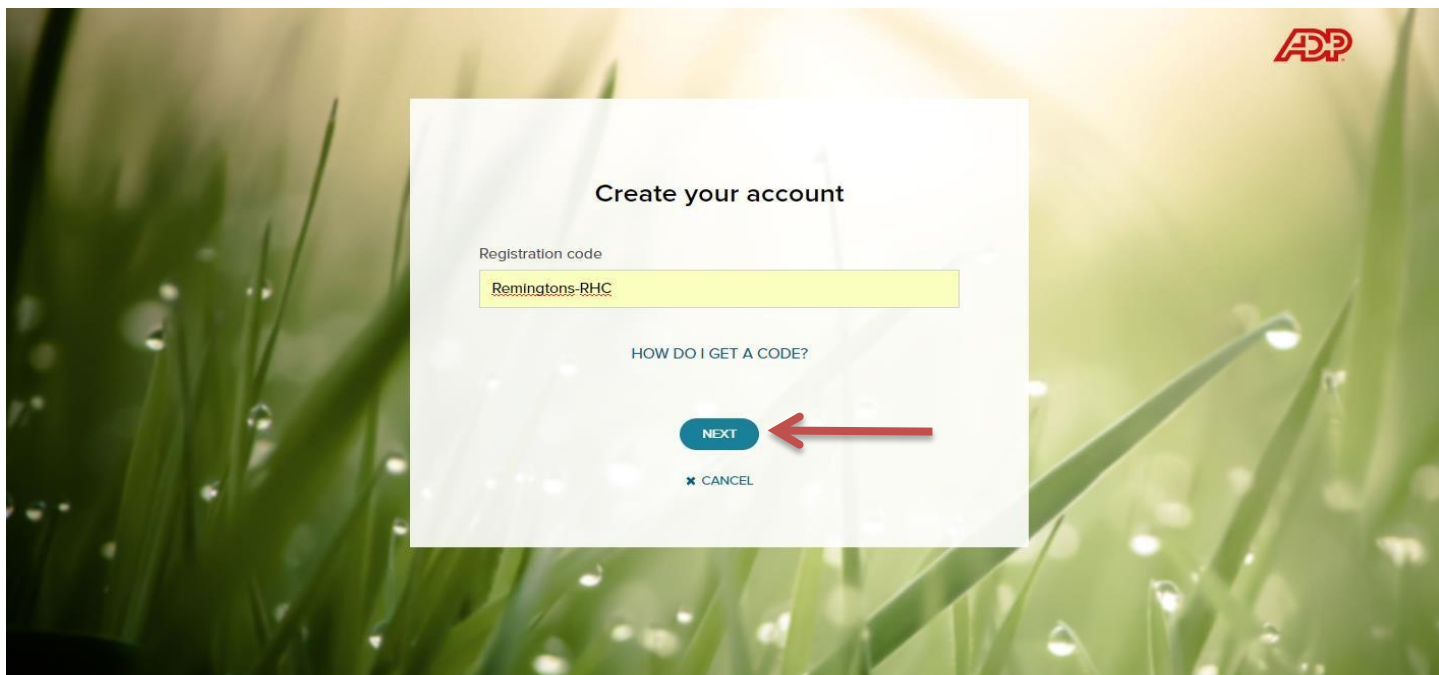

2. Under "First Time User?" Click "Register Here."
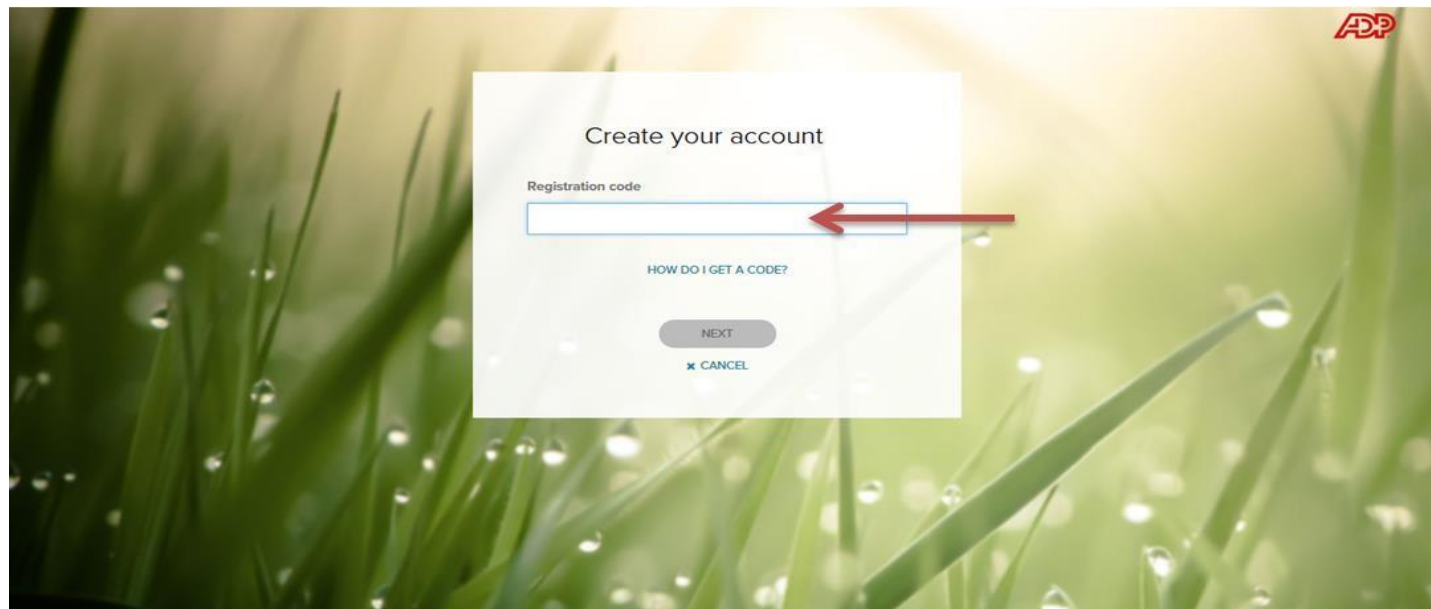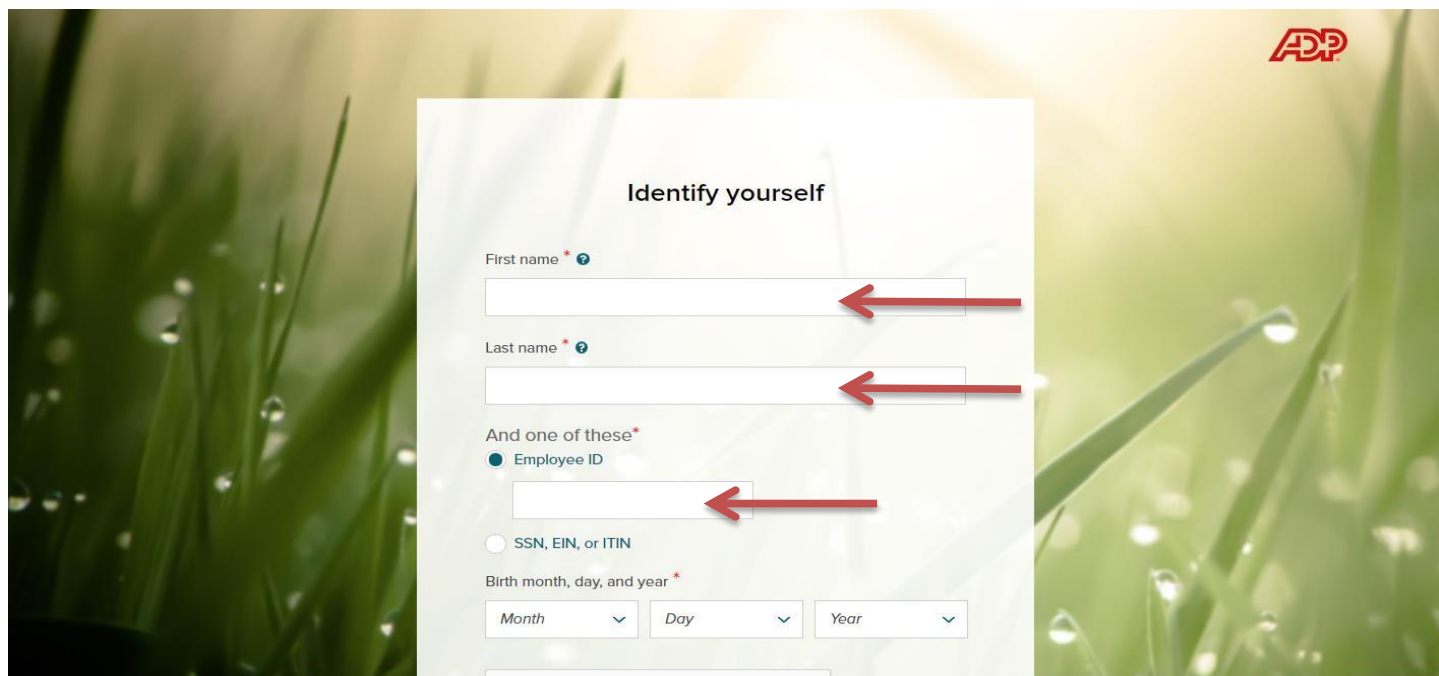

3. Enter the company specific registration code of: Remingtons-RHC

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4. Click "Next."

5. Enter "First Name"
6. Enter "Last Name"
7. Enter "Employee ID" **(If you do not know your Employee ID, skip to step 8)**

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8. **If you did not enter your Employee ID in step 7:**

   Enter your entire social security number.
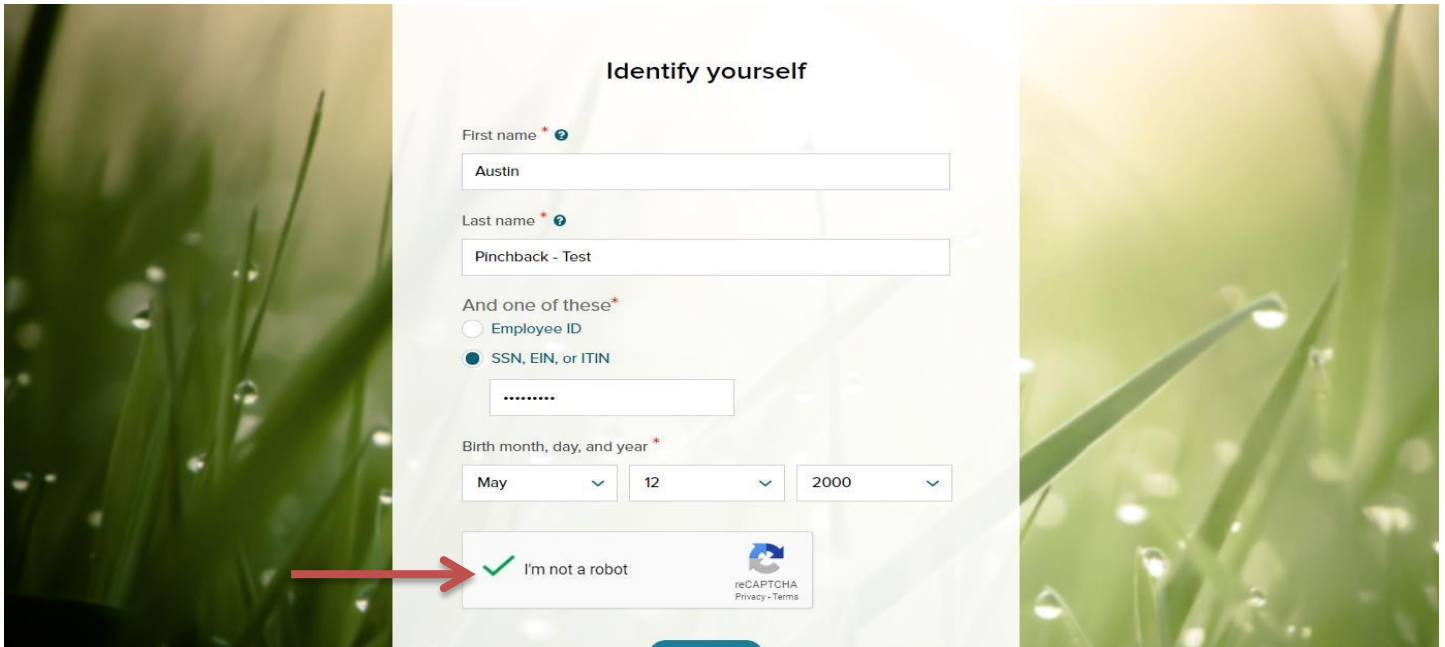
9. Enter "Birth Month, Day and Year"

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10. Click "I'm not a robot"

11. Click "Continue"

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12. Verify "Work email address"
13. Enter or Verify "Personal, Mobile Phone Number"
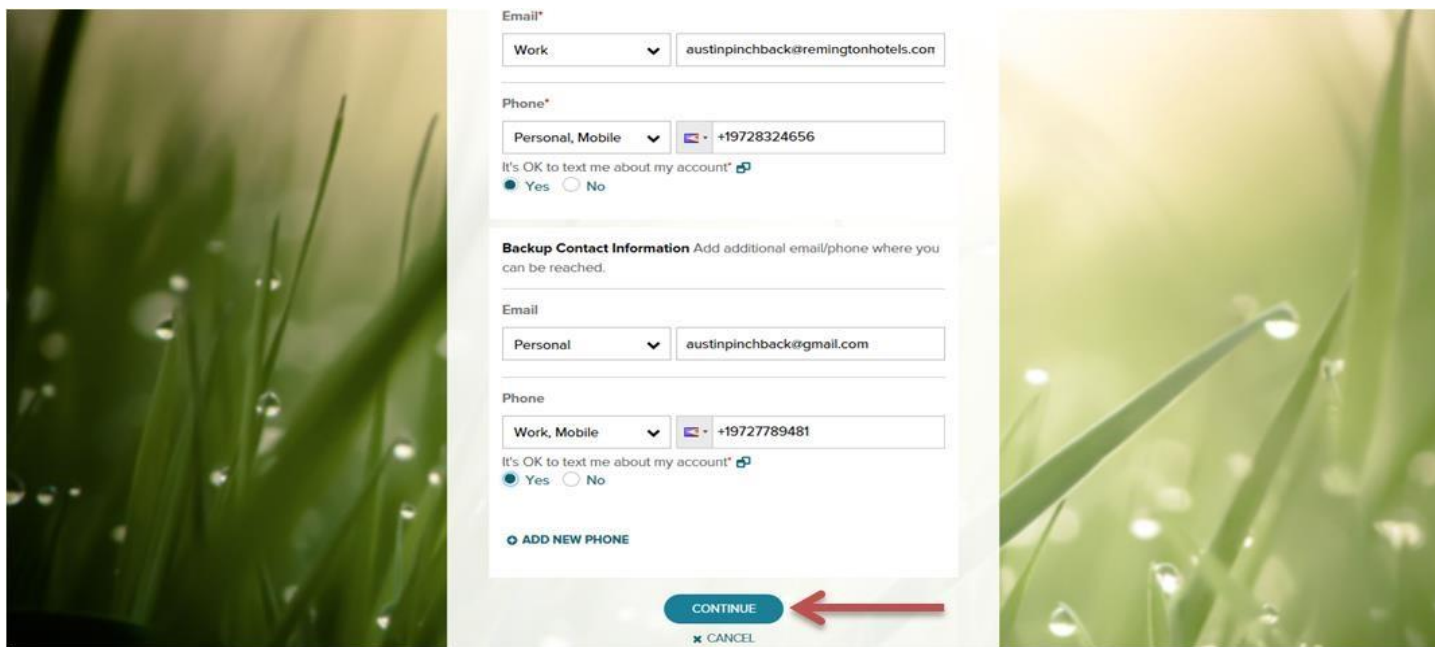14. Verify "Personal Email Address"
15. Enter or Verify "Work, Mobile Phone Number"

16. Under "Personal, Mobile Phone", click either "Yes" or "No" to the question "It's OK to text me about my account."
    17. Under "Work, Mobile Phone", click either "Yes" or "No" to the question "It's OK to text me about my account."
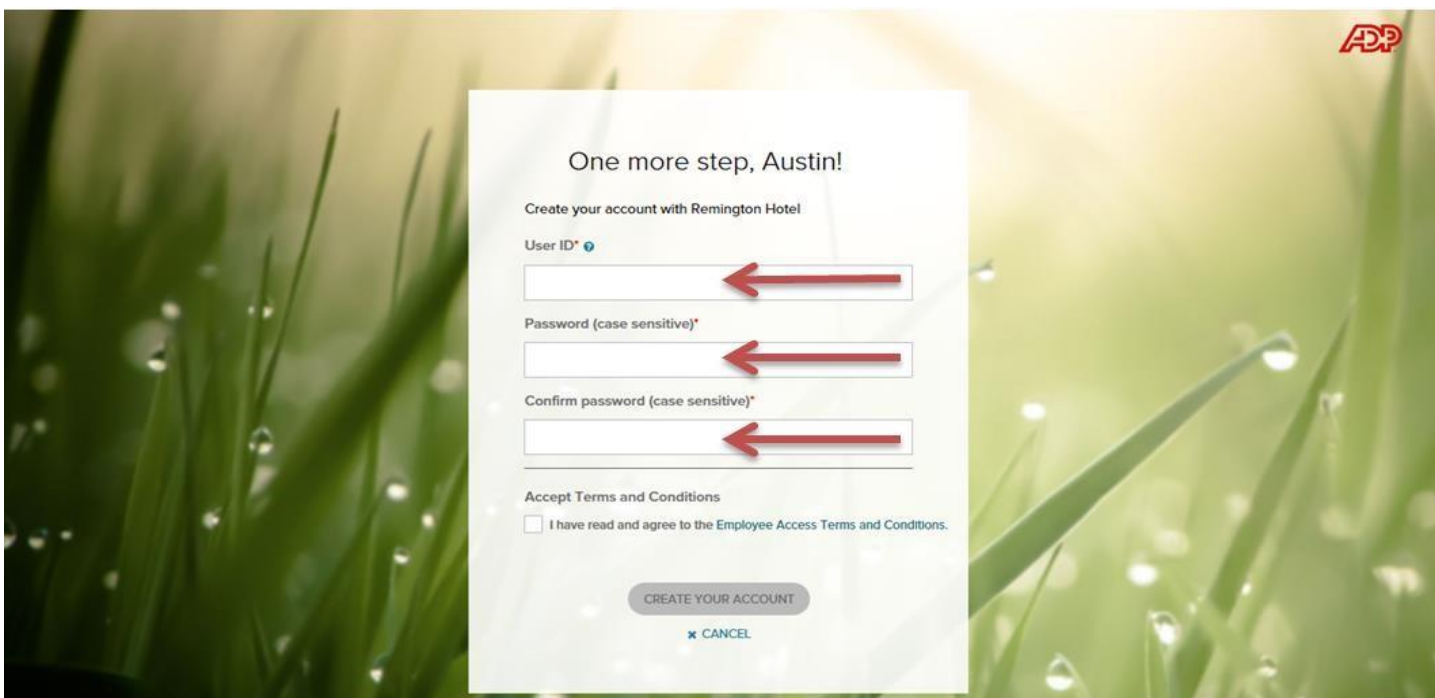18. Click "+ Add New Phone" if you would like to add additional contact phone numbers.

19. Click "Continue"

20. Select a user name – you may enter any appropriate, and easy to remember, user name (e.g., your email address, first initial and last name, etc.)
21. Select password
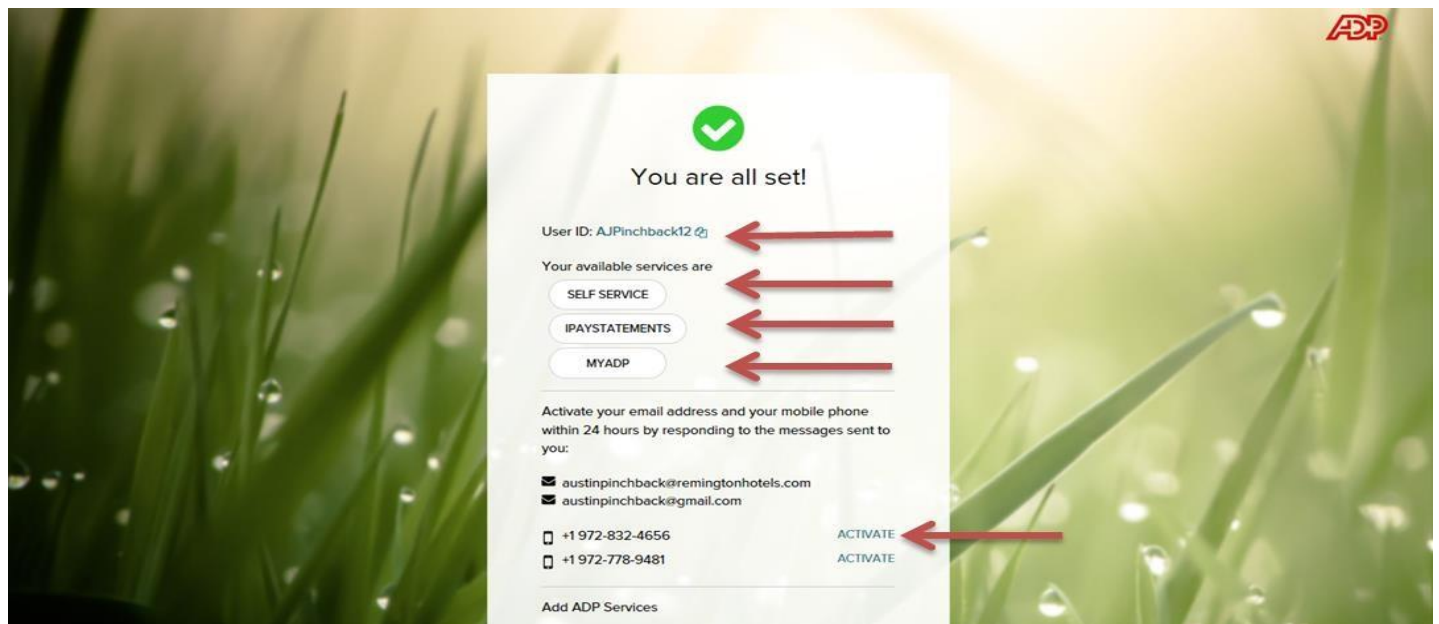
ADP Vantage Registration Instructions for ESS Users
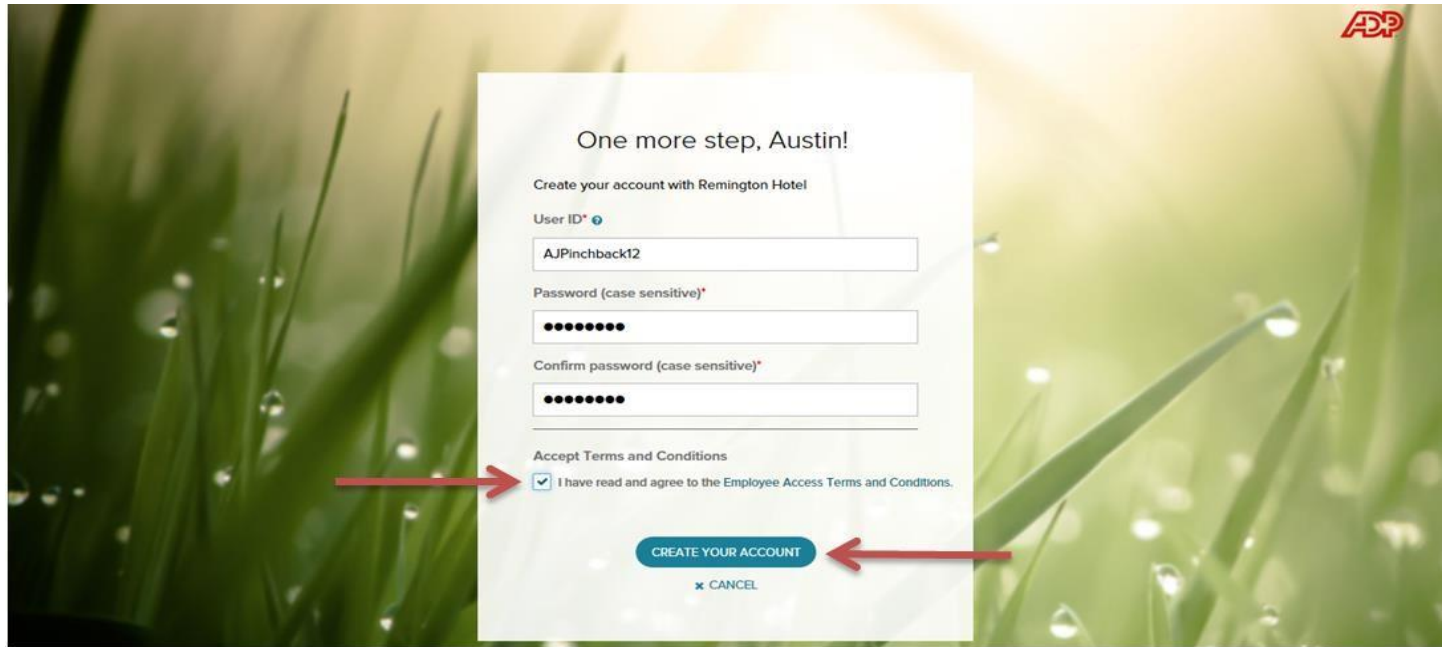
22. Click the box to acknowledge "I have read and agree to the Employee Access Terms and Conditions."
23. Click "Create your account."

24. Please make note of your "User ID".
25. Notice your available services. This person has access to "Self-Service", "iPay Statements" and "My ADP".
26. Activate your phone numbers and/or email addresses as needed.