

How to Register at MySpendingAccount.adp.com

1. Access: <https://myspendingaccount.adp.com>
2. Select the **New User – Register Here** button
3. You will then enter
 - a) First Name
 - b) Middle Initial
 - c) Last Name
 - d) Date of Birth
 - e) SSN or Employee ID (please note, your Employee ID must be an 8-digit number; please include the leading zeros)
 - f) Select **Next**
4. You will then enter
 - a) Email address
 - b) Confirm email address
 - c) Phone number
 - d) Select **Next**
5. You will then create
 - a) User Name
 - b) Password
 - c) Confirm Password
 - d) Select Security Question (you will need to enter 2 security questions when registering or recovering your password)
 - e) Confirm Security Answer
 - f) Select **Next**
6. You will then access the Account Registration screen
 - a) After reading the Terms and Conditions,
 - i. Select the box titled **Accept Terms and Conditions** (a checkmark will appear)

ii. Then select the button labeled **Create Account**

Congratulations! Your Registration will then be complete! You will then receive a Welcome email at the email address you provided at ADP Spending Account Online Services confirming your user name for future reference.

If you have any questions, or need help with the registration process, please feel free to contact us at **1-800-946-6165**. Representatives are available Monday – Friday, 8:00 AM to 8:00 PM Eastern Time.

Thank you,

ADP HRA/FSA Administration