

Setting Up ADP Mobile Solutions

Before You Begin

Compatible Mobile Devices for ADP Mobile Solutions

Employees must have one of the following mobile devices to use ADP Mobile Solutions smartphone app:

- Android™ mobile technology platform (v5.0 or higher)
- iPhone® or iPad® (9.0 or higher)

Note: The minimum Enterprise eTIME version supported for new installations with ADP Mobile will be v7.0.7+ or v8.0.0+. Existing clients with prior versions of Enterprise eTime will continue to be supported.

Getting Your Employees Started with ADP Mobile Solutions

To begin using ADP Mobile Solutions your employees need to download the application to a compatible mobile device. There are four ways to download the application:

- [Downloading ADP Mobile Solutions from ADP](#)
- [Logging in with Fingerprint Login](#)
- [Downloading ADP Mobile Solutions from the Apple Store](#)
- [Downloading ADP Mobile Solutions from Google Play](#)

The method used depends on your mobile device. For example, if you use an Apple device, you would download the application from the App Store or iTunes. If you use an Android™ device, you would download the application from the Google Play™.

Employees with fingerprint login capable smartphones can use fingerprint login for login. They must select the Enable Fingerprint checkbox on the login page to activate that feature.

Note: New users who have just established a profile must wait 24 hours before accessing ADP Mobile Solutions.

Downloading ADP Mobile Solutions from ADP

Before you begin: Confirm that you are using a compatible mobile device:

- Android™ mobile technology platform (v5.0 or higher)
- iPhone® or iPad® (iOS 9.0 or higher)

Starting Point: On your mobile device - <https://mobile.adp.com>

- 1 On the Login page, enter your ADP User ID.

Note: If you don't want to re-enter it every time you launch the application, select **Remember User ID** and then select **Submit**.

- 2 Enter your ADP Password and select **Log In**.

Note: If you forget your password, select **Forgot?** and follow the instructions to reset it by logging in from a desktop browser (not your mobile device).

- 3 Review the Terms of Use and select **Accept**.

From the Springboard, you can now access the available ADP Mobile Solutions features.

Logging in with Fingerprint Login

If you plan to use ADP Mobile Solutions frequently, and your mobile device has fingerprint login capability, you may prefer to use fingerprint for faster login. To enable fingerprint login:

- 1 Open the ADP Mobile Solutions app and enter a User ID.
- 2 On the login page, tap the **Enable Fingerprint** icon and accept the terms and conditions.
- 3 Log in using a password to verify.

Note: After completing steps 2 and 3, fingerprint login is enabled and can be used at the next log in.

Downloading ADP Mobile Solutions from the Apple Store

As an alternative to downloading ADP Mobile Solutions from ADP, you can also download the iPhone, iPad, or iPad touch app directly from the Apple Store.

Before you Begin: Confirm that you are using a compatible mobile device:

- iPhone® or iPad® (iOS 9.0 or higher)

Starting Point: On your mobile device - **App Store** or on your computer **iTunes®**

- 1 Download the ADP Mobile Solutions application.
- 2 From the ADP Mobile Solutions Login page, enter your ADP User ID.

Note: If you don't want to re-enter it every time you launch the application, turn on Save My User ID and then select Log in.

- 3 Enter your ADP Password and select **Log In**.

Note: If you forget your password, select **Forgot?** and follow the instructions to reset it by logging in from a desktop browser (not your mobile device).

- 4 Review the Terms of Use and select **Accept**.

From the Springboard, you can now access the available ADP Mobile Solutions features.

Downloading ADP Mobile Solutions from Google Play

As an alternative to downloading ADP Mobile Solutions from ADP, you can also download the Android™ app directly from Google Play™.

Before you Begin: Confirm that you are using a compatible mobile device:

- Android™ mobile technology platform (v5.0 or higher)

Starting Point: On your mobile device - **Google Play Store** or on your computer - **<http://play.google.com>**

- 1 Download the ADP Mobile Solutions application.
- 2 On the Login page, enter your ADP User ID.

Note: If you don't want to re-enter it every time you launch the application, select **Remember User ID** and then select **Submit**.

- 3 Enter your ADP Password and select **Log In**.

Note: If you forget your password, select **Forgot?** and follow the instructions to reset it by logging in from a desktop browser (not your mobile device).

- 4 Review the Terms of Use and select **Accept**.

From the Springboard, you can now access the available ADP Mobile Solutions features.

ADP Mobile Solution Features



Pay – Employees can access pay statements, viewing hours worked, net pay and gross pay year-to-date. To access, Pay will automatically populate as the first item you will see once logged into the app. You can also access by selecting Menu/Myself/Pay. Employees can also view tax statements (W-2 and 1099) for previous years. To access, select Menu/Myself/Tax to view W2 and 1095C statements.

EMPLOYEE
BENEFITS



Benefits – Employees can view their benefit plans, coverage, deductions, current elections, and pending or future elections. To access, scroll down in the Dashboard or select Menu/Myself/Benefits for these details.



Directory – Employees can view, search and contact employees listed in the company directory from their mobile devices. To access from the Dashboard, scroll all the way to the bottom to Employee Search. Or to access from sidebar menu, select Company/Search



Company News – Employees can view company news and events that are posted. To access, select Menu/Company/News.



Inbox – Employees can view their ADP alerts, tasks, notifications, and reminders. Employees can also select an inbox item to view additional details that may be available. Managers will receive notifications for their staff here.



Calendar and Schedule Features are also now available.

Once logged in, you will see this screen

To access the
Dashboard menu

Dashboard

Pay >

COMPENSATION [SHOW](#)

Hours
80

Mar 1, 2019
TAKE HOME
\$X,XXX.XX
GROSS PAY
\$X,XXX.XX

Calendar >

i No data available
You do not have any data to show.

Your Schedule >

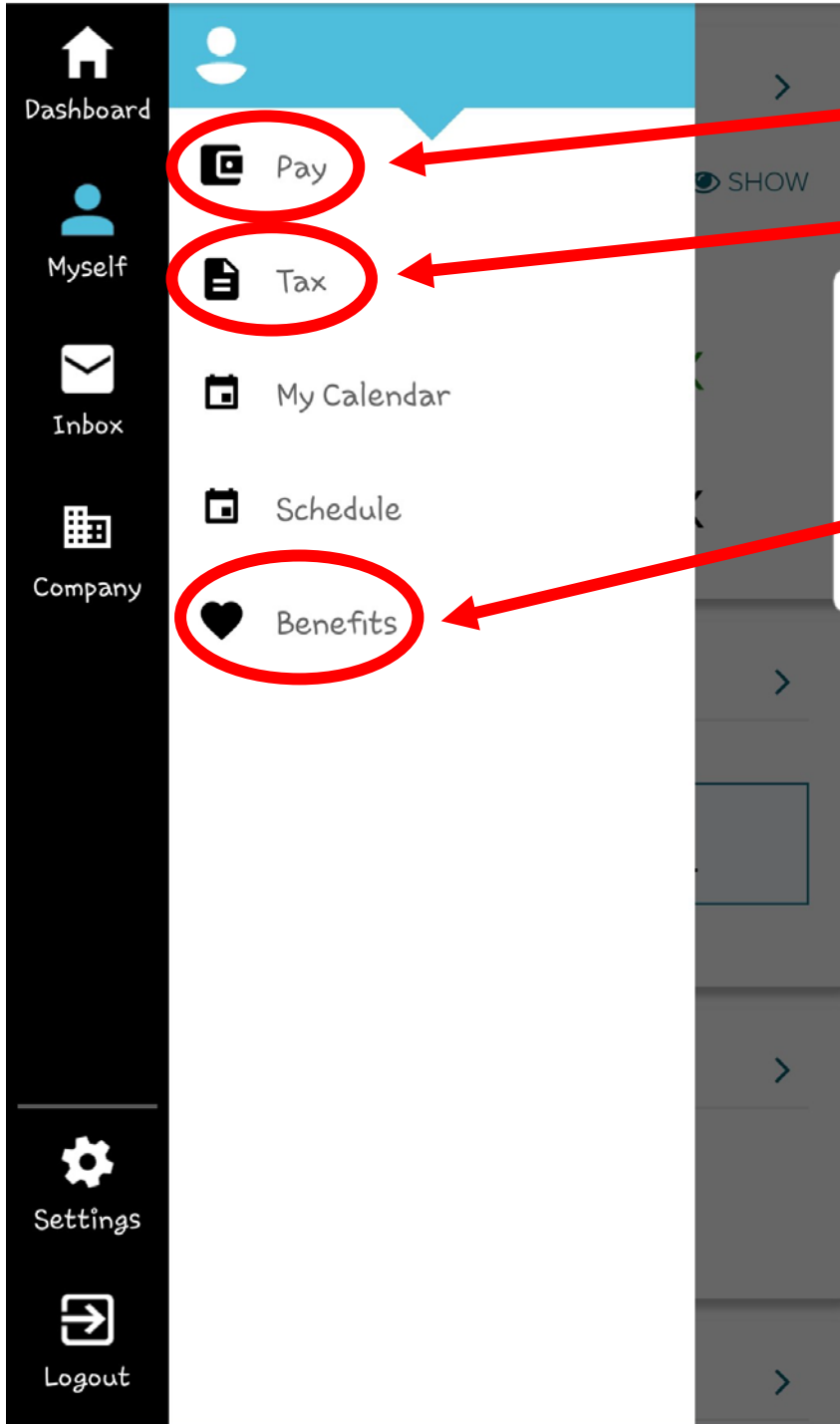
You're not scheduled to work today

Benefits >

- Dental
Employee + 1
- Medical
Employee + Family
- Vision
Employee

Inbox Tasks >

← Dashboard



Ability to view and download pay statements



Ability to view and download W2 and 1095-C documents

Ability to view benefit information



☰ Tax Statements

2018 

Select desired year from dropdown menu

 **1095-C**
REAL ESTATE ONE INC 

Ability to view and download 1095-C

 **W2**
REAL ESTATE ONE INC 

Ability to view and download W2 statements

 SEND FEEDBACK

Benefits

Dental



PLAN NAME:

Delta Dental of Michigan: Delta Dental - PPO Plan, Eligible Employees

COVERAGE LEVEL:

Employee + 1

COVERED INDIVIDUALS:

Dependents will appear here

YOU PAY:

\$32.84

Medical



PLAN NAME:

Blue Care Network: Blue Care Network HMO Option 1, Eligible Employees

COVERAGE LEVEL:

Employee + Family

COVERED INDIVIDUALS:

Dependents will appear here

YOU PAY:

\$223.85

Vision



PLAN NAME:

EyeMed Vision Care: EyeMed Voluntary Vision, Eligible Employees

COVERAGE LEVEL:

Employee

COVERED INDIVIDUALS:

Dependents will appear here

YOU PAY:

\$3.42

Ability to view specific medical, dental and vision plans currently enrolled in, includes dependent information and payroll deduction per pay