MyInfo!
How to Register

Step 1. Visit the ADP Self Service Portal at https://portal.adp.com/

Step 2. Select the Sign Up button next to Need an Account?

Step 3. When prompted enter the Registration Code

Your Department Head, Timekeeper or HR representative will be able to provide you with the Registration Code upon request.

Step 4. You will be asked if you want to set up an account with Jewish Home and Hospital, Select Yes, fill in ALL of the *required fields and select Next. Complete verification, if required.

Step 5. Enter your personal registration code. To get the code you can:

1) Select Get Code button if your email or mobile phone is unique and already in the ADP system and you have access to it and you will get a code within 15 minutes; OR

2) You can answer Identity Questions if you do not have a unique email address or mobile phone within ADP or don’t have access to it.

Step 6. Enter your contact information and select Next.

Step 7. Note your User ID (typically your first initial and last name followed by @JHHA example - JDoe@JHHA) and create a password.

Step 8. Select your security questions and answers.

Step 9. Select the Register Now button and you should receive a confirmation page once the process is complete.