User Registration Instructions

IMPORTANT: All users will have to register prior to using the new system.

1. Go to: https://my.adp.com/static/redbox/login.html
2. Click on Register Now
3. Enter registration code TOGCT2-01011640; click Continue
4. Enter all requested information (e.g., name, etc.); click Continue
5. If your record was found, click Register Now
   - If the prompt indicates your record could not be found, contact TOG Human Resources at (203) 861-3188
6. A verification code will be emailed to you. Enter this code into the system
7. On the Register for Services page, enter your contact information
8. View user ID
9. Create a password
10. You may be required to select and answer security questions
11. Read the terms and conditions; select the I Agree check box
12. Click Create Your Account
13. Activate your contact devices by following the instructions in the two emails you will receive from ADP

You are now able to log in to the ADP service

After Initial Sign-in
1. Go to https://my.adp.com/static/redbox/login.html
2. Enter your chosen User Name
3. Enter your chosen Password
4. Click Log In
EI-9 Guide – MyADP
Section 1
STEP 1
Log into MyADP

The New Hire will log into MyADP.
STEP 2
New Hire Instructions

Direct the New Hire to MyADP to log in and click on the “Form I-9” under Things To Do.
Step 3
Personal Information

The New Hire will begin on the Personal Information page and complete the required information including Name, Address, and DOB and select "NEXT" (Required fields are identified by a red *)
Step 4
Social Security Number

The New Hire will enter their Social Security Number and select "NEXT"

**Note - The New Hire's SSN is required to complete the I-9 form electronically with ADP. If the New Hire attempts to proceed without entering their SSN, a pop-up will appear advising they are unable to complete the Form I-9 electronically.
Step 5

Work Authorization

The New Hire selects their Citizenship or Immigration Status and answers if they can provide documentation, then clicks "NEXT".

**Note - The New Hire will be prompted to enter additional information if they choose the option "A lawful permanent resident of the United States" or "An alien authorized to work in the United States".**
Step 6
Preparer/Translator Information

If the New Hire does not have anyone assisting with completing the el-9, they will select "No" and select “REVIEW”.

If the New Hire does have a preparer/translator assisting with completing the form, the preparer/translator will select “Yes” and then will be prompted to enter their information and electronically acknowledge the form.
Step 7
Review and Sign

The New Hire will review the preview and confirm the information by clicking the box next to the attestation, entering in their First and Last Name and clicking “SUBMIT.”

Once submitted, the new hire will be directed back to MyADP.
ADP eI-9 Service Center
Contact Information

Telephone: (866) 709-7095
Email: I-9Help@adp.com
Hours of Support: Monday through Friday 8:00 a.m. to 8:00 p.m. (Eastern Time)