



# What do you need before registration?

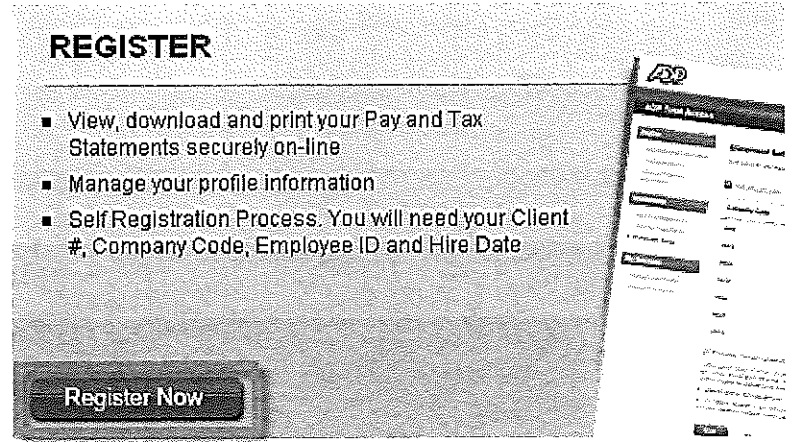
1

TotalAccess is a secured website that is accessible by entering <https://totalaccess.adp.ca> in your internet address field.

You need the following information before you begin your registration:

- Client number, DE19F8
- Company code(s), T1T1
- Employee ID, and
- Hire date.

Clicking the Register Now initiates the registration process. Registration is done once.



2

You need to read and accept to the **Terms and Conditions of Use** for TotalAccess.

To accept, click the box to check mark it, and then click **Submit**. By default, the check box is grayed out until you scroll down.

An error message occurs if you click submit without accepting the Terms and Conditions of Use.

