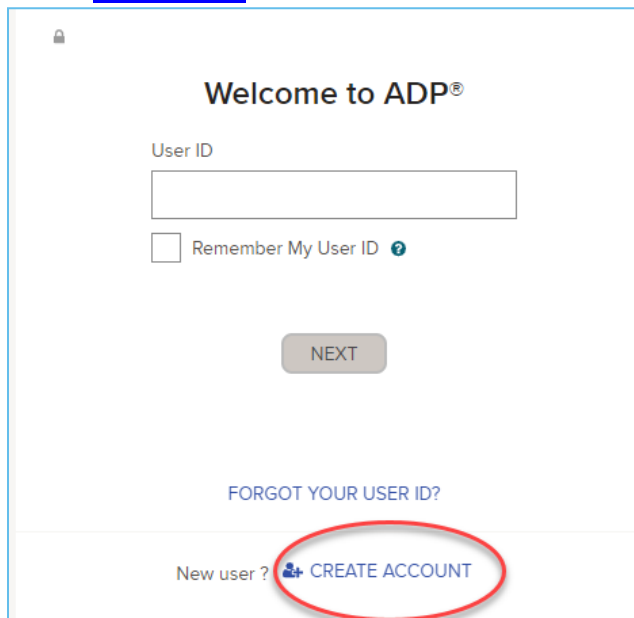


## Employee Portal (MyADP) Registration Process

If you previously registered and created an Employee Portal account, go to [myadp.com](https://myadp.com) and enter the username and password you set up.

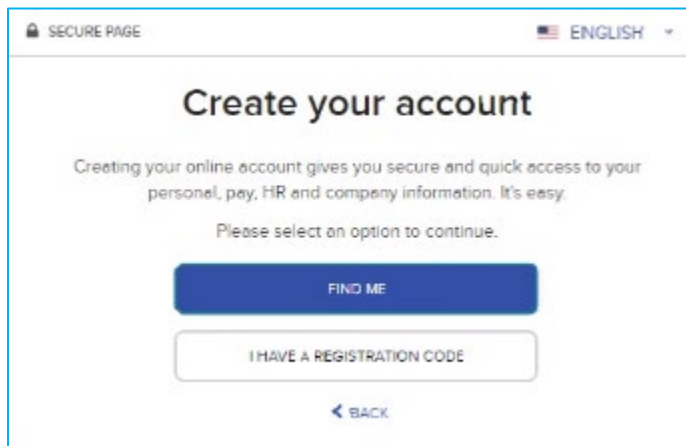
If you have not previously registered, follow the instructions below.

1. Go to: [myadp.com](https://myadp.com) and select **CREATE ACCOUNT**



The screenshot shows the ADP login page. At the top, it says "Welcome to ADP®". Below that is a "User ID" input field. Underneath the input field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the checkbox. Below the "NEXT" button is a link that says "FORGOT YOUR USER ID?". At the bottom left, it says "New user ?" followed by a plus icon and the text "CREATE ACCOUNT", which is circled in red.

2. Select **I HAVE A REGISTRATION CODE**



The screenshot shows the "Create your account" page. At the top left, it says "SECURE PAGE" with a lock icon. At the top right, it says "ENGLISH" with a dropdown arrow. The main heading is "Create your account". Below the heading, it says "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." followed by "Please select an option to continue." There are three buttons: a blue "FIND ME" button, a white "I HAVE A REGISTRATION CODE" button, and a blue "< BACK" button at the bottom.

3. Enter registration code: **ZBCBOA-BOAZBC** and select **CONTINUE**

The screenshot shows a 'SECURE PAGE' with a progress indicator at the top. The progress bar has four steps: 'Enter Code' (active), 'Identity Info', 'Contact Info', and 'Create Account'. The main heading is 'Enter registration code'. Below it, there is a label 'Registration code' with a help icon. A text input field contains the code 'ZBCBOA-BOAZBC'. Below the input field is a blue 'CONTINUE' button and a '< BACK' link.






4. Enter your personal information, including SSN, and select **CONTINUE**

The screenshot shows a 'Let's get started' screen. The text reads: 'First, we'll need your information so that we can create your account with Zions Bancorporation'. There are three input fields: 'First name' with a red asterisk and help icon, 'Last name' with a red asterisk and help icon, and 'SSN, EIN, or ITIN' with a red asterisk, help icon, and a lock icon. Below the input fields is a grey 'CONTINUE' button.

5. Select your preferred dual authentication method

**We found you,**

Select an option to verify your identity.

-  Send me an email  
B.....t@zionsbancorp.com >
-  Send me an email  
b.....t@gmail.com >
-  Verify me using my mobile number  
( US only) >
-  Ask me few Identity questions >

6. Retrieve your verification code and select **CONTINUE**

**Enter verification code**

We emailed a code to B.....t@zionsbancorp.com.  
This code is valid for 15 minutes.

Verification Code

**CONTINUE**

[< BACK](#)

Didn't receive a code? [REQUEST A NEW CODE](#)

7. Complete additional account protection/recovery, including opting in or out of text and/or calls regarding your account, and select **CONTINUE**

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

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Email\*

Work ▼ Betheny.Hyatt@zionsbancorp.com

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Phone\*

Personal, Mobile ▼ 🇺🇸 +1 (999) 999-9999

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.\* [🔗](#)

Yes  No

**Backup Contact Information** Add additional email/phone where you can be reached.

---

Email

Personal ▼

---

Phone

Work, Mobile ▼ 🇺🇸 +1

[➕ ADD NEW PHONE](#)

**CONTINUE**

8. Create and confirm your new password, accept the terms and conditions, and select **CREATE YOUR ACCOUNT**

## One more step,

Let's set up the login information for your account with **Zions Bancorporation**

Your Userid:

Create Password \*

---

Password must be 8 - 64 characters long and contain letters, numbers, and special characters.

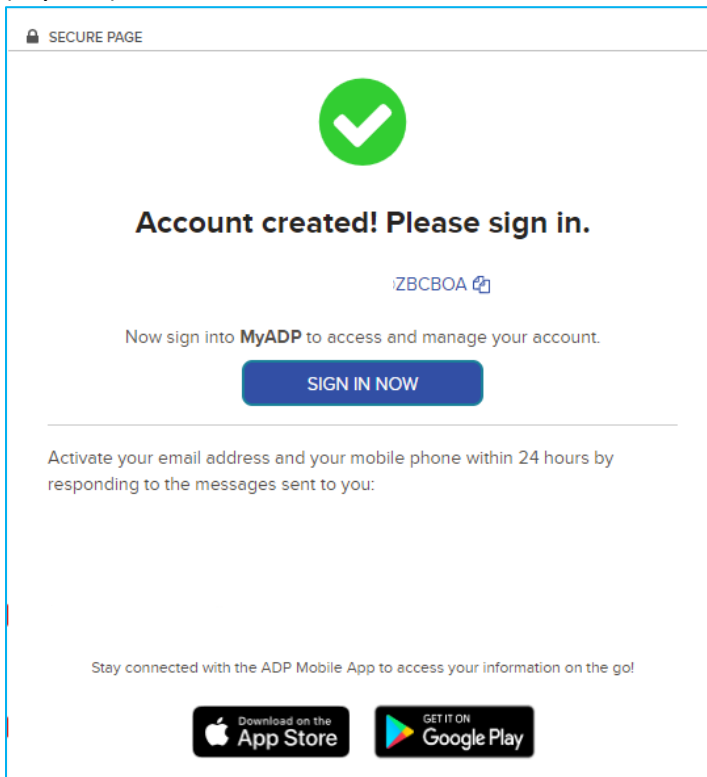
Confirm Password \*

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Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

9. Make note of your User ID and then select **SIGN IN NOW** to access the Employee Portal (MyADP)



10. You may also receive an automated text message from ADP to activate your cell phone number.