

# Total Access Registration Instructions

## 1 Registration

You will need your most current ADP Earnings Statement to register. You must have version 10.1.4 of Adobe reader (or greater).

You will only be able to view pay statements that are dated after the date you register. Please register at least one day prior to pay day to have access to the online statement for that pay date.

Log on to <https://totalaccess.adp.ca>

(you can copy and paste the link into your browser)

Click Register Now on the login screen, read the terms and conditions and click SUBMIT

## 2 Profile Information

Complete the following information on the registration page:

- Personal Information
- Employment Information
- User Profile
- Click SUBMIT

You will see a new screen containing Field and Description. Complete the fields using the following information:

Client # 9B6846

Company Code: Monthly payroll - 45D, Bi-weekly payroll – ZDU

File# is located in the top left section of the ADP Earnings Statement. This is a six-digit number and located as below (highlighted in blue):

| CO. | FILE   | DEPT.  | CLOCK | VCHR. NO.  | 080 |
|-----|--------|--------|-------|------------|-----|
| 45D | 000XXX | 302500 |       | 0000XXXXXX | 1   |

Hire Date: use TotalAccess date located on your earnings statement under “other benefits and information” in the column on the right.

Select answers for the security questions and follow the instructions to create your password

Click Submit on the registration page.

\*If you encounter problems or error messages at any time during the registration process please send an email to [uoitmonthlypayroll@uoit.ca](mailto:uoitmonthlypayroll@uoit.ca) with the attention line TotalAccess and we will respond within 48 hours

### 3 Password

You will receive a confirmation message that you have been successfully registered for TotalAccess. This confirmation will contain your User ID and Client Number.

**IMPORTANT:** Be sure to keep a record of the User ID and Client Number. You will receive an email containing your password and instructions about how to login to TotalAccess.

### 4 Logging In

Log on to <https://totalaccess.adp.ca/ataweb/PayStatements.aspx>

(You can copy and paste the link into your browser)

On the LOGIN screen enter the following:

**USER ID:** enter the user ID from the ADP email you received at registration

**PASSWORD:** enter the password you created at registration.  
(passwords are case sensitive)

**CLIENT#:** 9B6846