

UPDATING SOCIAL SECURITY (SSN) OR TAX ID NUMBER (TIN) IN MYADP



To review or update your dependents SSN:

1. Login to ADP

Note: If you are having trouble logging in to ADP, please try using a different browser such as Chrome or Edge.

A screenshot of the ADP login page. The page has a light green background with a white login form. At the top, it says "Welcome to ADP". Below that, there are two input fields: "USER ID" and "PASSWORD". The "USER ID" field has a small icon of a person and a link for "Administrator Sign In". Below the "USER ID" field is a checkbox labeled "Remember User ID". Below the "PASSWORD" field is a small icon of a padlock. There is a "LOGIN" button below the password field. Below the login button is a link that says "Forgot your ID/Password?". At the bottom of the page, there is a link that says "First Time User?" and a "REGISTER NOW" button.

2. Select Benefits and then click on Welcome

A screenshot of the ADP navigation menu. The menu is a horizontal bar with several items: "Home", "Time & Attendance", "Pay & Taxes", "Personal Information", and "Benefits". The "Benefits" item is highlighted with a yellow background. Below the "Benefits" item, there is a dropdown menu with the word "Welcome" highlighted in yellow.

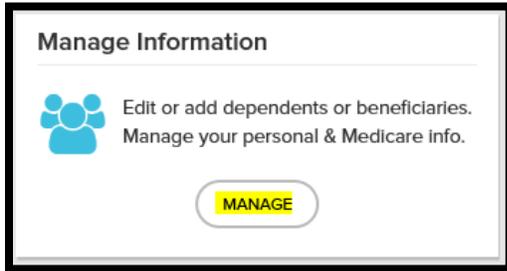
3. Select "here"

A screenshot of the ADP "Welcome" page. The page has a white background with a blue header. The header says "PIMA COUNTY" and "Welcome". Below the header, there is a list of items: "Welcome to your Benefits, where you can:", "Access your Benefits information", "View your Benefits Summary", and "Modify your Dependent information". Below the list, there is a link that says "Click here to access your Benefits Information." The word "here" is highlighted in yellow.

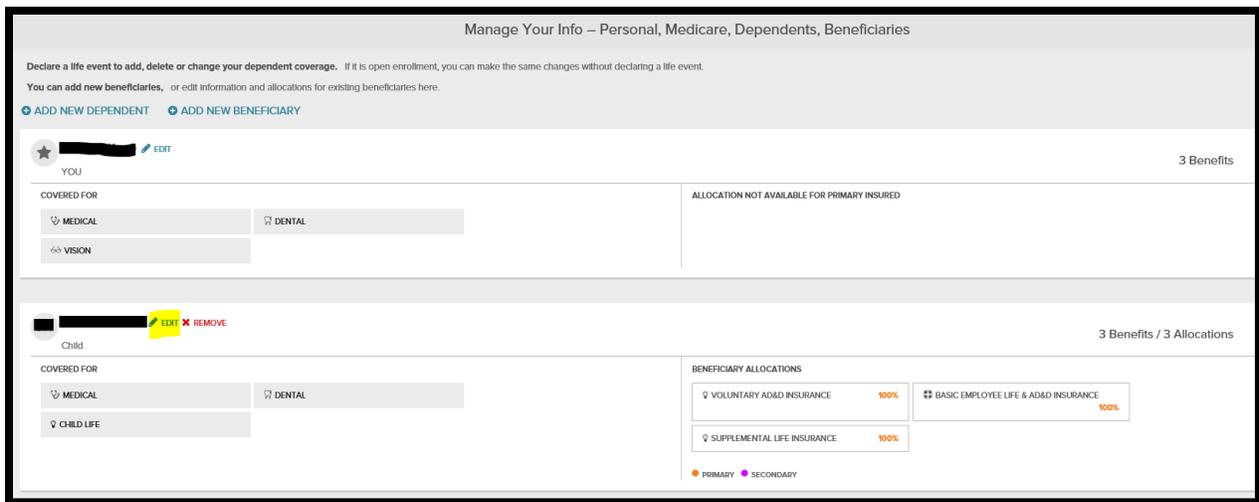
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4. Select **Manage** under the Manage Information window



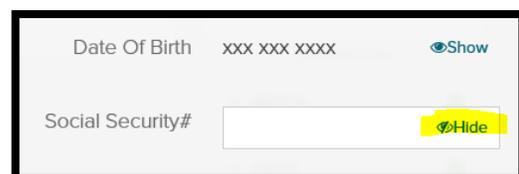
5. Select **Edit** on the dependent



6. Select **Edit**



7. Select **Show** so it now displays as **Hide**



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8. Enter the Social Security Number

A screenshot of a web form. At the top, it says 'Date Of Birth' followed by a masked field 'xxx xxx xxxx' and a 'Show' button with an eye icon. Below that, it says 'Social Security#' followed by a masked input field with a yellow background and a 'Hide' button with an eye icon and a slash.

9. Press Save

A screenshot of a form's bottom section. It features a horizontal line above two buttons: a green 'SAVE' button and a blue 'CANCEL' button with a small 'x' icon to its left.

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Welcome to ADP

USER ID Administrator Sign In

Remember User ID

PASSWORD

LOGIN

Forgot your ID/Password?

First Time User? REGISTER NOW

2. Select **Personal Information** and then click on **General**

Welcome, Jennifer Billa

PIMA COUNTY

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits

General

Emergency Contacts

Addresses

Phone Numbers

The following personal information is stored in your personnel record.

Personal Information

below, please print this scr

3. Click on **Reveal SSN** to confirm it is correct. If it is not correct, notify HR Benefits at hrbenefits@pima.gov, or call (520) 724-8464.