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.

2. **Select Benefits** and then click on **Welcome**

3. **Select "here"**

4. Select Manage under the Manage Information window
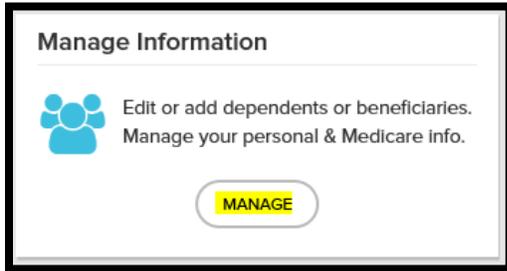
5. Select Edit on the dependent
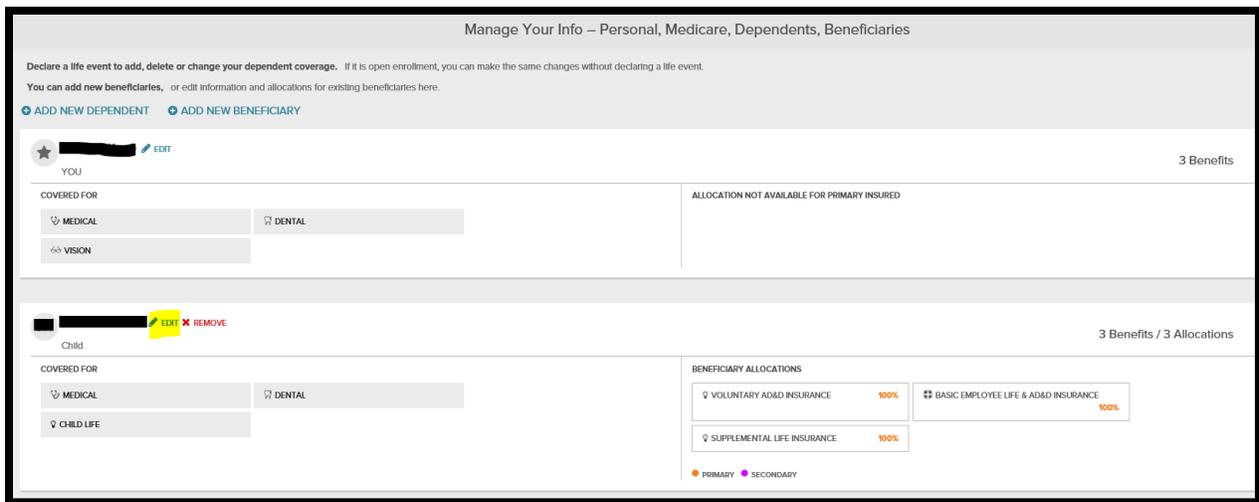
6. Select Edit

7. Select Show so it now displays as **Hide**
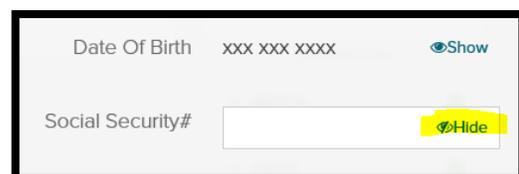
8. **Enter the Social Security Number**

9. **Press Save**

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

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.