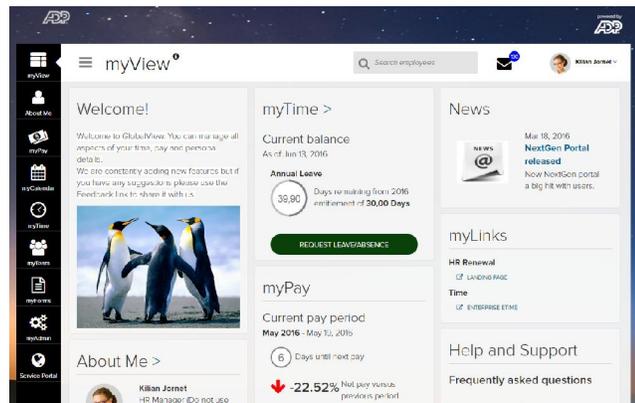# Going Mobile with MyView Mobile App
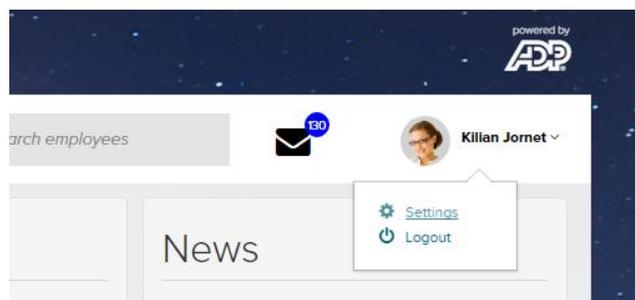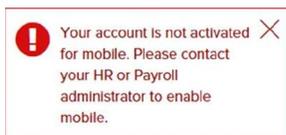
Initial Registration

This simple guide for end-users explains the steps required for an employee to connect to GlobalView *MyView* via mobile.

1. Log on to the *MyView* portal

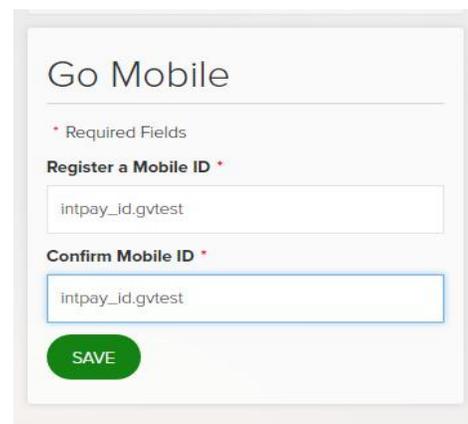2. Go to **Settings** and look for the **Go Mobile** tile.

   If you receive this error: Disregard and continue next step.

3. Enter/create your **Mobile ID** twice to ensure accuracy.

   <mark>If your Mobile ID defaults to your e-mail address it may be used or you can choose another ID but it will be validated by the system for duplicates.</mark>

   <mark>If you have DEFAULT@GM.COM you must create new Mobile ID.</mark>
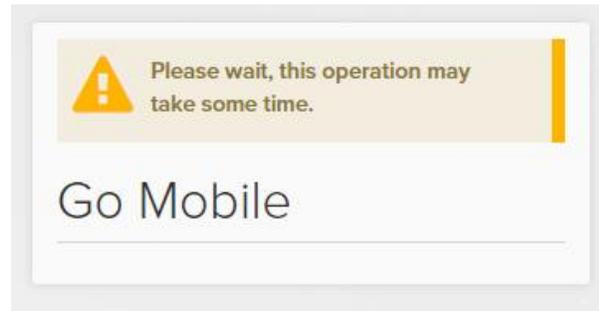
   Your mobile ID must meet the following conditions:
   - Maximum length: 241 characters.
   - It can only support the following characters: letters, digits 0-9, sign(@), period(.), dash(-) or underscore(_).
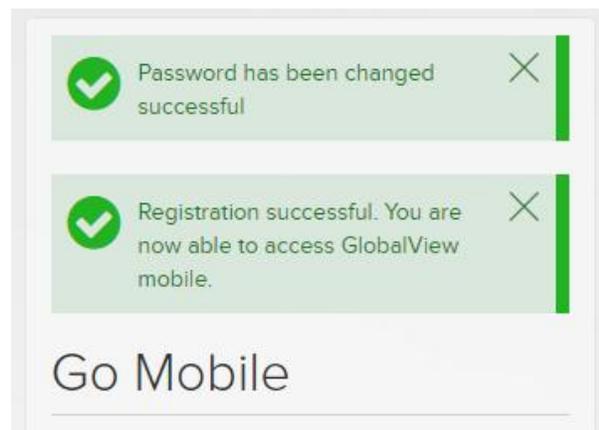
4. Do not leave the application while registering (follow the instruction given by the message).

5. After successful ID selection, enter a **New password** which has to meet the following conditions:
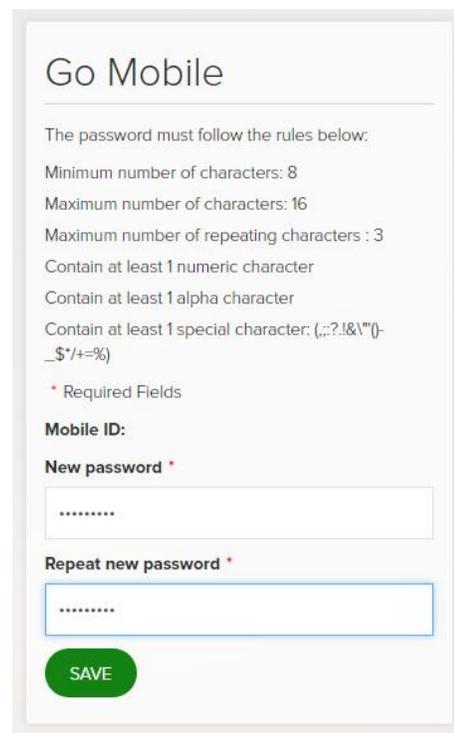
6. Successful completion of the registration process is confirmed by a message.

Downloading the App

You can skip the **Download App** step if you have already downloaded the ADP Mobile App but you must use your **newly** created **Mobile ID** to view your pay slips.

Once you have registered your mobile ID online, you can download the **ADP Mobile Solutions** app for free from the Apple App Store (for iPhones), Google Play Store (for Android phone devices).

You can also access the mobile service directly on the following link http://mobile.adp.com via the browser of your iPhone, Windows phone, Android or Blackberry device.

First Logon on Mobile

1. Access the mobile service and enter your **User ID**, which is identical to the **Mobile ID** set previously in the portal.

2. Enter your **password**.
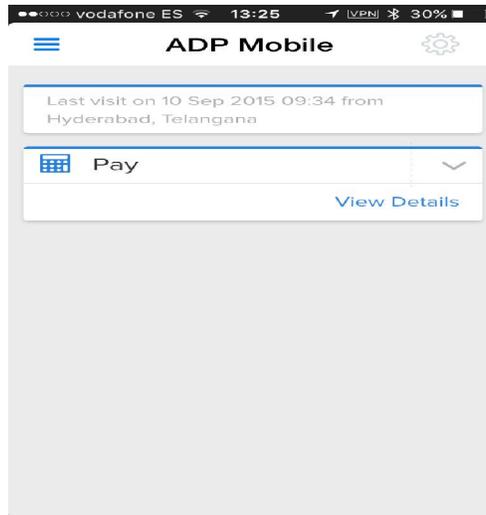
3. Click **Accept** to agree to the terms of use.
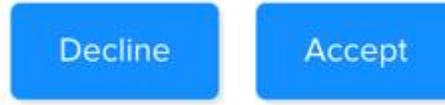
4. You have arrived at the mobile Springboard.
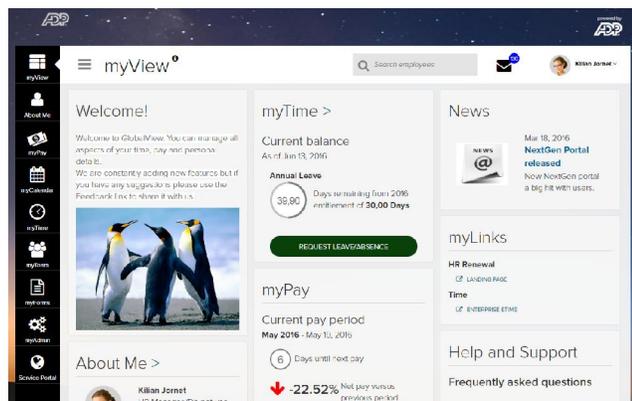   *Congratulations – you are now mobile!*

5. Tap the **Pay** icon to access and see your available payslips

Password Changes

The following section describes the necessary steps to change the Password for the Mobile User.
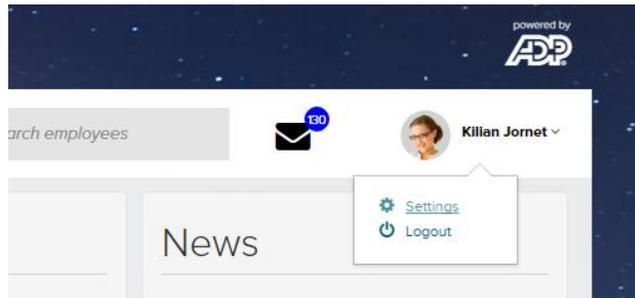
1. Log on to the *MyView* portal.

2. Go to **Settings** and look for the **Go Mobile** tile.

3. Enter the New password twice.

*Note: The previous password for mobile is not requested as you have already entered a password to access **MyView** Portal.*

4. A successful password reset is confirmed by a message

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