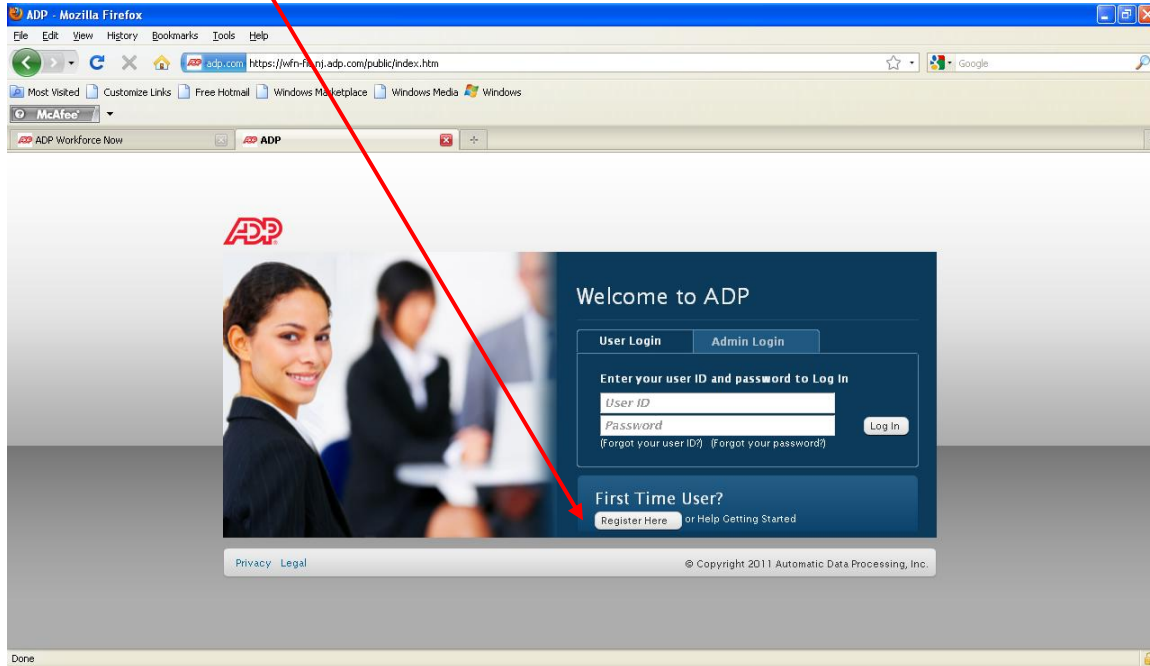


Instructions to complete self service registration for ADP WorkForce Now

To register please open your browser and go to the URL of <https://workforcenow.adp.com>

Click on the 'Register here' link on the login page under First Time User?



You will see the below screen. Please enter for Step 1 the company registration code provided by your company WorkForce Now Administrator and click the next button on the below screen.

Register for ADP Services

- Step 1** Begin Registration Step 1 of 7: Begin Registration
- Step 2 Verify Identity
- Step 3 Get User ID & Password
- Step 4 Select Security Questions
- Step 5 Enter Contact Information
- Step 6 Enter Activation Code
- Step 7 Review and Submit

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

[Previous](#) [Next](#) [Submit](#)

Instructions to complete self service registration for ADP WorkForce Now

On step 2, it will identify your Company Name at the top. If the name is not your company name then click on Previous button and re-key your registration code. If the name is correct then continue. Partial SSN will appear in the Identity Type, please complete the fields below with your information and click the Next button.

The screenshot shows the 'Register for ADP Services' interface at Step 2 of 7: 'Verify Identity'. A sidebar on the left lists steps 1 through 7. Step 2 is highlighted. The main content area includes a privacy notice, a 'Company Name' field with a dropdown menu, an 'Identity Type' dropdown menu set to 'Partial SSN', and several text input fields for 'First Name', 'Last Name', 'Last 4 digits of SSN or EIN or ITIN', and 'Confirm Last 4 digits'. There are also dropdown menus for 'Birth Month and Day'.

Complete step 3 by creating your User ID and Password. Please review the Password requirements. Please make note of the User ID and password you requested as you will use those every time you log into ADP WorkForce Now. The screen will let you know if the User ID is available or not. Click the Next button to continue registration.

The screenshot shows the 'Register for ADP Services' interface at Step 3 of 7: 'Get User ID & Password'. A blue arrow points to a green notification box that says 'This User ID is available'. The sidebar highlights Step 3. The main content area includes a 'Welcome, Missy Dash' message, instructions to enter user ID and password, and a 'Create Your User ID' section with a text input field containing 'missy'. Below that is a 'Create Your Password' section with instructions on password requirements, a password strength indicator showing 'Fair', and a 'Confirm Password' field.

Instructions to complete self service registration for ADP WorkForce Now

Complete Step 4 with the three questions you want to answer and click next

Register for ADP Services

Step 1 Begin Registration ✓

Step 2 Verify Identity ✓

Step 3 Get User ID & Password ✓

Step 4 Select Security Questions

Step 5 Enter Contact Information

Step 6 Enter Activation Code

Step 7 Review and Submit

Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers*

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Complete Step 5 with your information. Please ensure you enter at least one email address.

Register for ADP Services

Step 1 Begin Registration ✓

Step 2 Verify Identity ✓

Step 3 Get User ID & Password ✓

Step 4 Select Security Questions ✓

Step 5 Enter Contact Information

Step 6 Enter Activation Code

Step 7 Review and Submit

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID.

Email Addresses* **Use for Notifications**

Select at least one email address to use for notifications.

Work Email:

Personal Email:

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Office: **Ext:**

Work Mobile: I authorize ADP to send my login information to this phone at my request.

Personal Mobile: I authorize ADP to send my login information to this phone at my request.

**Instructions to complete self service registration for
ADP WorkForce Now**

After you complete Step 5 you will be sent an email that looks like the one below:

From: no_reply@service.adp.com <no_reply@service.adp.com>
Date: Wed, Apr 18, 2012 at 10:25 AM
Subject: ADP Generated Message: Activate Your Email Address
To: Your email address>

Welcome, Your Name

Use the information in this email to activate your email address to receive notifications from your company/ADP.

Activation Code: 13980
Expires On: Wed Apr 18 2012 10:35:08 EDT

Have questions or need assistance? Contact your company administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY.

Key in the activation code on Step 6 that you received via email. Click Next to continue. If you do not key the activation code now and you leave it blank, you can do the email activation process later within WorkForce Now.

The screenshot shows a registration interface titled "Register for ADP Services". On the left, a vertical sidebar lists seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Steps 1 through 5 are marked with green checkmarks, while Step 6 is highlighted with a dark arrow. The main content area displays "Step 6 of 7: Enter Activation Code". Below this, there is explanatory text: "An activation code has been sent to your email address and mobile phone numbers you selected. You must activate your contact information to ensure that they are in service and can be used to reach you." and "We encourage you to complete this step now to start receiving notifications. To complete this step later, follow the instructions in your registration confirmation email." A link "Didn't receive a code? View Help" is provided. The email address "allmail101@gmail.com" is shown, followed by the label "Activation Code:" and a text input field containing "13980". At the bottom right, there are three buttons: "Previous", "Next", and "Submit".

Instructions to complete self service registration for ADP WorkForce Now

On step 7, your userid will be displayed along with your security questions and answers, and your contact information. Click Submit if everything looks correct. If something is incorrect use the Previous key to make the appropriate correction(s).

The screenshot shows the 'Register for ADP Services' interface. On the left, a vertical navigation pane lists seven steps, each with a green checkmark: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 7 is highlighted with a dark grey arrow pointing to the right. The main content area is titled 'Step 7 of 7: Review and Submit'. It contains the following information:

- User ID:** missy
- Security Questions and Answers:**
 - Question 1: What is the first and last name of your childhood best friend?
Answer 1: Bob Smith
 - Question 2: What was the name of your first pet?
Answer 2: rover
 - Question 3: What was the first and last name of your first manager?
Answer 3: Harry Read
- Contact Information:**
 - Work Email: **your email address** Use for Notifications

At the bottom right, there are three buttons: 'Previous' (with a left arrow), 'Next' (with a right arrow), and 'Submit' (with a green checkmark).

When you submit on Step 7 you will get the below screen.

The screenshot shows the 'Register for ADP Services' interface after successful registration. A large green banner with a white checkmark icon and the text 'Your registration is complete!' is centered on the screen. Below the banner, on the left side, there is a 'Log In' button.

Instructions to complete self service registration for ADP WorkForce Now

On the WFN 3.0 Login Page, enter the userid and password on the User Login tab and click the Login button.

<https://workforcenow.adp.com>




Instructions to complete self service registration for ADP WorkForce Now

Email Activation – if not done during registration process

If you did not key in the activation code during the registration process then when you log into WorkForceNow you will have a message waiting for you in the Message Center. If you click on the message center you will see your message.



When you click on the green button  – you will see Activate. When you click on Activate you will get the below screen and an email will be sent to you with the activation code. The activation code is good for 10 minutes. If you waited longer than 10 minutes – you will get failed when you use the code, when you click on submit. Just go to activate it again and a new email will be sent with a new activation code.

Activate

An activation code has been sent to your email address. It should arrive with in a few minutes. You must activate your email address to ensure it is in service and can be used to reach you.

allmail101@gmail.com
Activation Code:

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to internet traffic, your internet service provider, firewalls, etc.

Didn't receive a code? [?](#)

When you click on submit you will get the below:

