

ADP Employee Registration

1. Please go to <https://workforcenow.adp.com>, click the link to **Create Account**:

ENGLISH (US) ▾

Welcome to ADP®

User ID

Remember My User ID ⓘ

NEXT

FORGOT YOUR USER ID?

New user? **CREATE ACCOUNT**

2. Select **Find Me**:

SECURE PAGE ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

← BACK

3. Enter an **email address** or **mobile phone number** that you shared with the company:

SECURE PAGE

Search Identity Info Contact Info Create Account

Help us find you

Email or mobile phone Your information

Enter the contact email/mobile that you shared with your employer.

Email or mobile phone

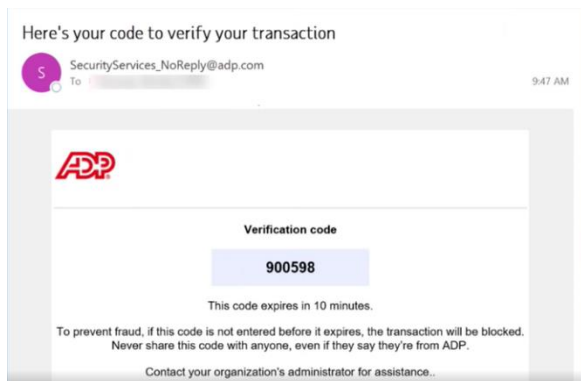
SEARCH

← BACK

- Once email or phone number is confirmed, employee will be prompted to enter **identification details**:

The screenshot shows a 'SECURE PAGE' with a progress bar at the top containing four steps: Search, Identity info, Contact info, and Create Account. The 'Search' step is active. Below the progress bar, the heading 'Help us find you' is displayed. There are two radio buttons: 'Email or mobile phone' (unselected) and 'Your information' (selected). A sub-heading reads 'Enter the personal information that you shared with your employer.' The form includes fields for 'First name *' and 'Last name *', a 'Date of Birth *' section with dropdowns for 'Month', 'Day', and 'Year', and a 'Country *' dropdown menu currently set to 'USA'. There are two radio buttons for identification: 'SSN' (selected) and 'Employee/Associate ID'. A 'SEARCH' button is at the bottom right, and a '< BACK' button is at the bottom left.

- Employee will be issued a **verification code issued to email or mobile**, all codes are unique (below code is just an example) and you will enter code when prompted:



- Once verification code has been entered you will be prompted to enter your **primary contact information**. This would be an email or phone number used to receive notifications from ADP.
- Final Step is **Create Account** creating your own user id and password.