

Self Service Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, your administrator will provide you with the following information:

- Your company's Registration pass code

Open your company's ADP Workforce Now™ web site (<https://portal.adp.com>) and click **First Time Users Register Here**.

The screenshot shows the ADP Workforce Now self-service registration page. At the top left is the ADP logo. Below it is a grid of nine small images depicting various people and work scenarios. To the right of the grid is a navigation bar with two buttons: "User Login" and "Administrator Login". Below the navigation bar is a list of links: "First Time Users Register Here", "Need Help Getting Started?", "Update My Security Profile", "Make This Site Your Home Page", "Forgot your User Id", and "Forgot your Password". At the bottom of the page, there is a footer with the copyright notice "©2007 Automatic Data Processing, Inc." and two links: "PRIVACY" and "LEGAL".

Click **Register now**.

ADP

Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started?

Already Registered?

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Do you already have an ADP user ID in the following format: JSmith@Company?
If so, you are already registered for ADP services.

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Enter your Registration pass code and click **Next**.

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

If your administrator provided you a Personal Identification code (PIC), select the PIC option. Otherwise, select SSN or ITIN.

Enter the name exactly as it appears in your company records (e.g., paystub, online pay statement, or W4).

Enter the information requested on this page. This information may vary depending on your company's setup.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 6

Verify Your Identity
ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my:

Your SSN is used during the account creation process; it is not used for any other purpose.

Required

First Name: (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: (Apostrophes and hyphens are allowed.)

SSN: (All nine digits in any format)

Confirm SSN: (All nine digits in any format)

Date of Birth:

Next **Cancel**

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Note: Enter your name exactly as it appears in your employer's records.

Note: You may be requested to enter information on this page if you select the Personal Identification Code (PIC).

Required

First Name: (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: (Apostrophes and hyphens are allowed.)

PIC:

Date of Birth: (Month) (Day)

Next **Cancel**

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 3 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information**
- 4. Enter Your Security Information
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later. If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶ John

Middle Initial: ▶

Last Name: ▶ Doe

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)

Confirm E-Mail: ▶

Phone: (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

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Enter your e-mail address and click **Next**.

Your phone number is optional.

You will only be asked for this information if it has not been previously provided to ADP.

Enter your place of birth.

Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. Answers to security questions must be at least six characters in length.

You should make a note of your answers and keep them in a safe place.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 4 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information**
- 5. View Your User ID & Create Your Password
- 6. Confirmation

Enter Your Security Information
For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

Birth Month and Day: ▶ [Month] ▶ [Day]

City/Town of Birth: ▶ [City/Town of Birth]

Select a question from the list and enter your answer. Important: Answers must be at least 6 characters long.

Security Question 1: ▶ [Security Question 1]

Answer 1: ▶ [Answer 1]

Select a different question from the list and enter your answer. Important: Answers must be at least 6 characters long.

Security Question 2: ▶ [Security Question 2]

Answer 2: ▶ [Answer 2]

Next **Cancel**

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Your user ID is displayed.

Create your password and click **Submit**.

Important: You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information

5. View Your User ID & Create Your Password

6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.
Note: Your user ID is not case-sensitive.
User ID: jdoe@debnew50

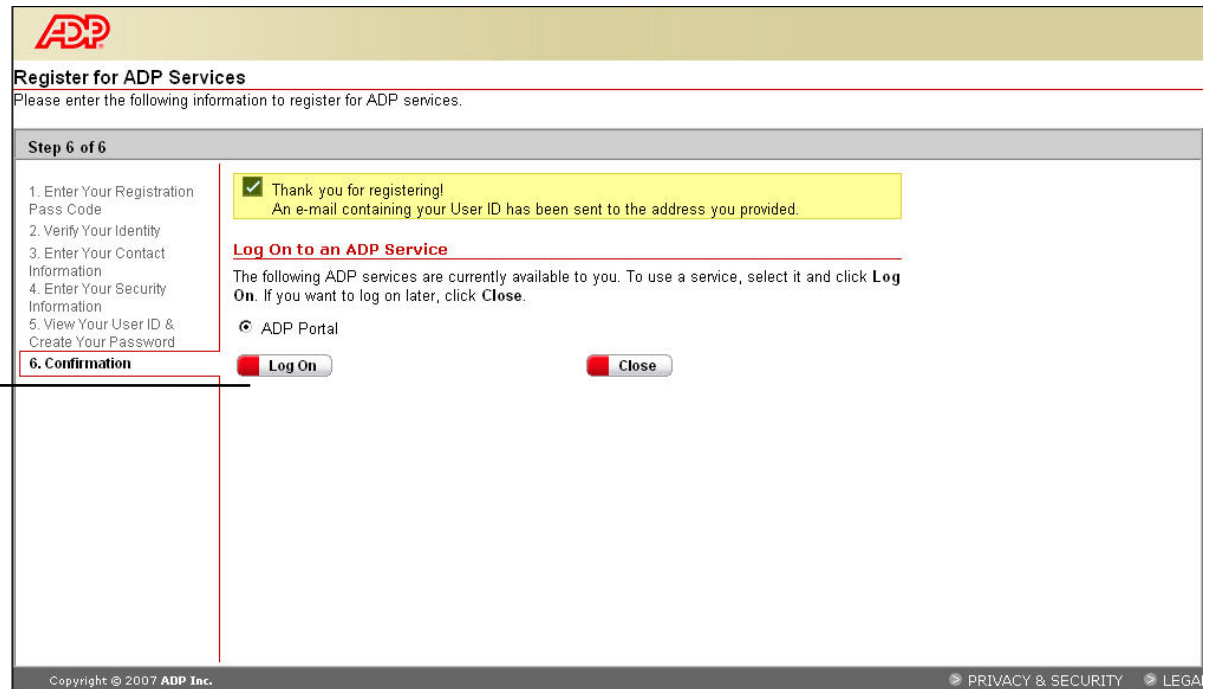
Create Your ADP Services Password
Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Your password may also contain these five special characters (-!@#%). Passwords are case sensitive.
Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ (Example: Password01)

Confirm Password: ▶

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Select **ADP Portal** and click **Log On** to access the ADP Workforce Now website.



What to Do Next:

On the ADP Workforce Now log in page (<https://portal.adp.com>) click , then enter your *newly acquired ADP Services User ID* and **password**.