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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.

Before You Begin: You will need your registration code and the URL of your ADP service web site. If you do not have this information, contact your organization’s administrator.

Registration code: **WALCOMMAPA-1234**  ADP service web site: [https://workforcenow.adp.com/](https://workforcenow.adp.com/)

Depending on your organization’s employee registration setup, your registration code format and the delivery method may slightly vary and be in one of the following formats:

- You receive a system generated registration code (for example, 9A7B632F) with its expiration date in an email from ADP (SecurityServices_NoReply@adp.com)
  
  (Or)

- Your administrator provides a code in the format “CompanyID-companyspecificcode” (for example, CompanyID-200Alabama1943) in a secure communication.

**Security Tip:** To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On your ADP service web site, click the link to register for ADP services.

Enter your registration code.

If you do not recognize the name of your organization, select No and start over.
Enter your information to help us find you in our records.

Help us find you

First name:* John

Last name:* Doe

And at least one of these *

- Employee ID
- SSN, EIN, or ITIN: ********

Birth month and day::* January         01

The options available on this page might vary based on your organization’s setup.

Hello, John Doe

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization’s administrator for assistance.

Click REGISTER NOW.
Complete the page and click REGISTER NOW.

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.
Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.
Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

![ADP Generated Message: Activate Your Email Address](image)

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender “90206”; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.

![From ADP: Reply with code #### to activate notifications.](image)
Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service web site to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Upon successful verification of the information that you entered, your user ID will be displayed.

Congratulations! You have successfully retrieved your user ID of your ADP service account.
To Reset Your Password

Select the “I don’t know my password” option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

Send the code to your email or mobile phone…

…and enter it here within 15 minutes.
If you don’t have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.