

Registration Quick Reference Card for Employees/Associates



Contents

- Registration..... 2
- Activate Your Email Address..... 6
- Activate Your Mobile Phone..... 6
- Forgot Your User ID/Password? 7

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.

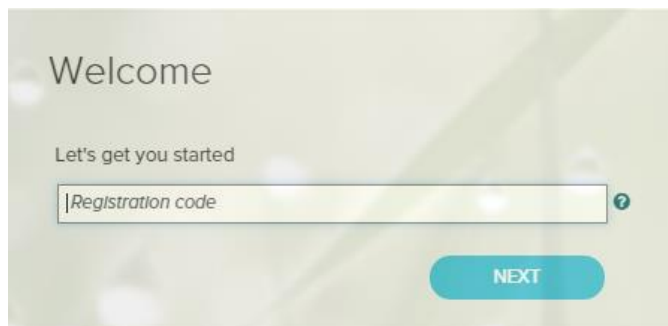
Registration code: **WALCOMMAPA-1234** ADP service web site: <https://workforcenow.adp.com/>

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:

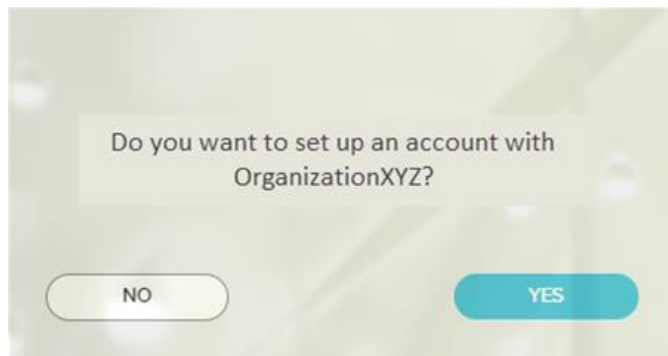
- You receive a system generated registration code (for example, 9A7B632F) with its expiration date in an email from ADP (SecurityServices_NoReply@adp.com)
(Or)
- Your administrator provides a code in the format "CompanyID-companyspecificcode" (for example, CompanyID-200Alabama1943) in a secure communication.

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* Last name*

And at least one of these *

Employee ID

SSN, EIN, or ITIN

Birth month and day*

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.

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*
 Business Personal

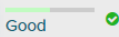
Mobile phone number
 Business Personal

I authorize ADP to send me notifications regarding my account, according to [ADP'S TEXT MESSAGING TERMS AND CONDITIONS](#).

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID*

Password (case sensitive) * 
 Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
 Show password

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

Select security questions and answers

Use answers to your security questions that you can easily remember later.

Question 1*

Question 2*

Question 3*

✔ Congratulations! Your registration is complete!

Your account

👤 Your user ID: Jdoe@organizationxyz

📁 Your available ADP services:

SELF SERVICE

Activate your email / phone 📧

⚠️ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you.

✉️ John.doe@organizationxyz.com

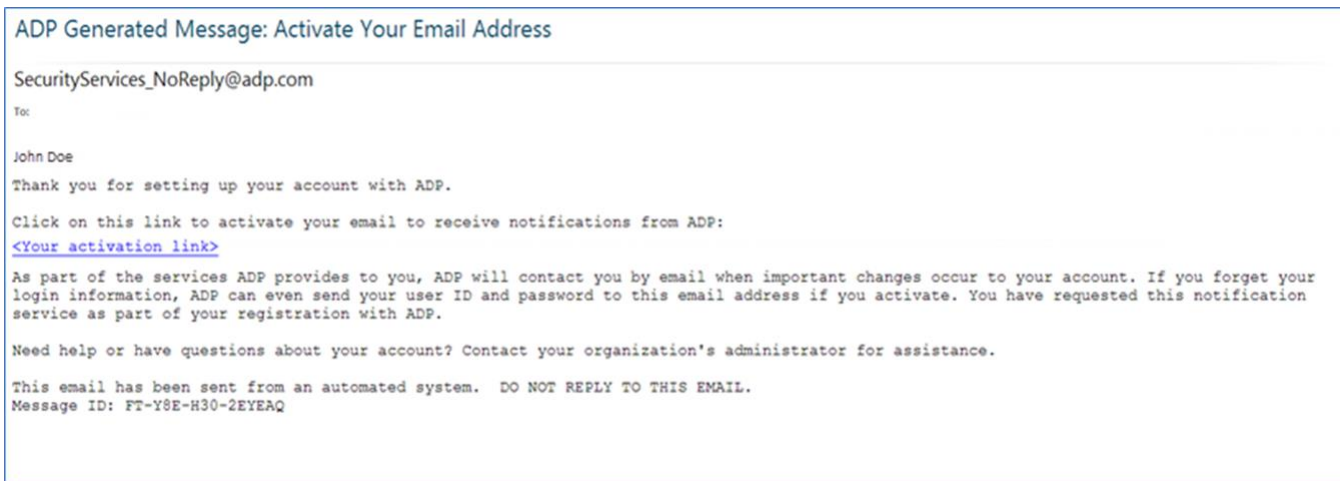
📱 +1 555-555-5555

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.



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.



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.

Forgot User ID/Password

* = Required

First name*

John

Last name*

Doe

And at least one of these*

Email address

john.doe@organizationxyz.com

Mobile phone number

United States +1 555-555-5555

CANCEL NEXT

Enter your first name and last name exactly as they exist in your organization’s records.

Enter an email address and/or mobile phone number associated with your account.

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

Your user ID

John Doe, this is your user ID for OrganizationXYZ:

JDoe@OrganizationXYZ

LOGIN I DON'T KNOW MY PASSWORD

Click **I DON'T KNOW MY PASSWORD** to reset your account password.

The process will be different for administrators / practitioners.

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.

Your security code

Select where you want to send the security code and click Send Code.

.....5556 (SMS text)

J.....e@organizationxyz.com

SEND CODE

I don't have access to any of these emails/phones

CANCEL **NEXT**

Send the code to your email or mobile phone...

...and enter it here within 15 minutes.

Your security code

Select where you want to send the security code and click Send Code.

.....5556 (SMS text)

J.....e@organizationxyz.com

SEND CODE

Enter your security code here in **14:10**

514235|

I don't have access to any of these emails/phones

CANCEL **NEXT**

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.

Your security questions

* = Required

What was the name of your first pet?
Your answer (not case-sensitive)*
bubbles
 Show answer

What was the first foreign country you visited?
Your answer (not case-sensitive)*
.....
 Show answer

In what city was your father born? (Enter full name of city only)
Your answer (not case-sensitive)*
.....
 Show answer

CANCEL **NEXT**

Click Show answer to reveal your answer briefly.

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

Reset password

* = Required

New password (case sensitive)*
tr@Vel2916 Strong Show password

Confirm new password
 Show password

CANCEL

Your password is valid

Your password MUST have:

- ✓ At least 8 characters
- ✓ A lowercase or uppercase letter
- ✓ A number

Your password MUST NOT have:

- ✓ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✓ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:

- Increase the length from 12-20 characters.
- ✓ Add one or more special characters such as @, \$, or &.
- ✓ Use a combination of uppercase and lowercase letters.

Click Show password to reveal your password briefly.

Click to see how well your password meets the requirements and how to make it stronger.

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