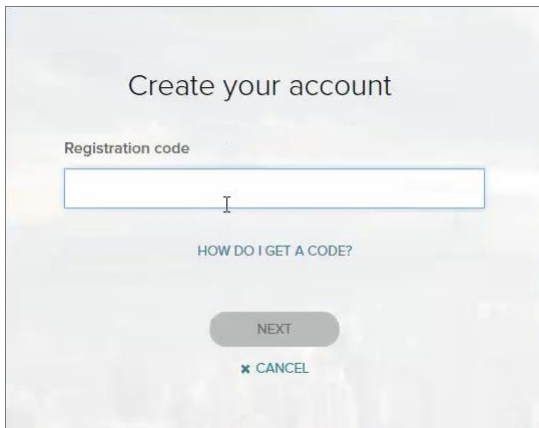


Registration Quick Reference Card for Employees/Associates

Welcome! Register an account with ADP to access the services offered by your organization.

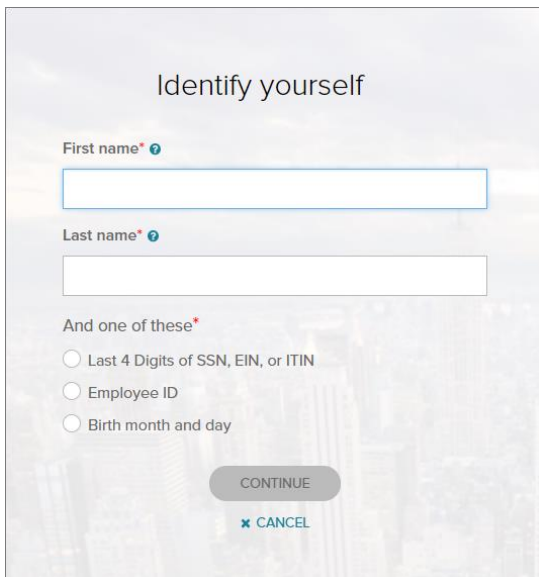
Option 1: Using a Personal Registration Code

- 1 On <https://workforcenow.adp.com>, enter the registration code (for example, NaphCare-ADP) received in an email from ADP (SecurityServices_NoReply@adp.com) or from your administrator. This code will expire in 15 days from the date of issue.



The screenshot shows the 'Create your account' page. At the top, it says 'Create your account'. Below that is a label 'Registration code' followed by a text input field. Under the input field is a link that says 'HOW DO I GET A CODE?'. At the bottom are two buttons: 'NEXT' and 'X CANCEL'.

- 2 Enter your personal identity information.



The screenshot shows the 'Identify yourself' page. At the top, it says 'Identify yourself'. Below that is a label 'First name*' followed by a text input field. Under that is a label 'Last name*' followed by a text input field. Below the last name field is a label 'And one of these*' followed by three radio button options: 'Last 4 Digits of SSN, EIN, or ITIN', 'Employee ID', and 'Birth month and day'. At the bottom are two buttons: 'CONTINUE' and 'X CANCEL'.

- 3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

The screenshot shows a web form titled "Help us protect your account". It is divided into two main sections: "Primary Contact Information" and "Backup Contact Information".

Primary Contact Information: This section asks for a frequently used email and phone number to receive verification codes. It includes a dropdown menu for "Email" (currently set to "Work") and a text input field. Below that, there is a "Phone" section with a dropdown menu (currently set to "Work, Mobile"), a country code dropdown (currently set to "US"), and a text input field. A checkbox labeled "It's OK to text me about my account*" is present, with "Yes" selected.

Backup Contact Information: This section asks for additional email/phone where the user can be reached. It includes an "Email" section with a dropdown menu (currently set to "Personal") and a text input field. Below that, there is a "Phone" section with a dropdown menu (currently set to "Work, Other"), a country code dropdown (currently set to "US"), a text input field with "+1", and a button labeled "Ext".

At the bottom of the form, there is a link "ADD NEW PHONE" and two buttons: "CONTINUE" and "CANCEL".

- 4 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

The screenshot shows a web form titled "One more step, [redacted]!". It is for creating an account with "<Your Company Name>".

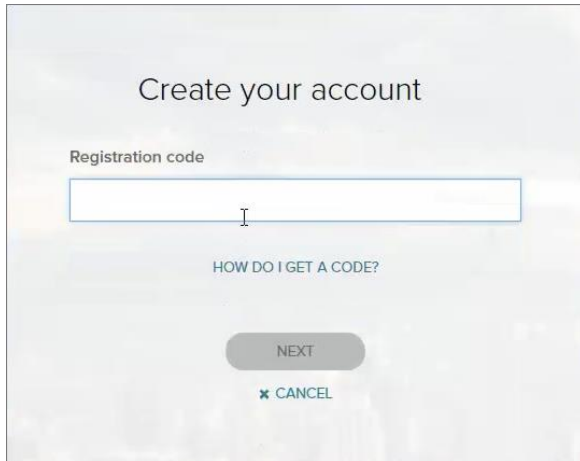
The form includes fields for "User ID:" and "Password (case sensitive)*". The password field is currently filled with dots. Below the password field, there is a "Confirm" field.

A "Strong" password strength indicator is shown above the password field. A "Password must:" pop-up box is displayed, listing the following requirements:

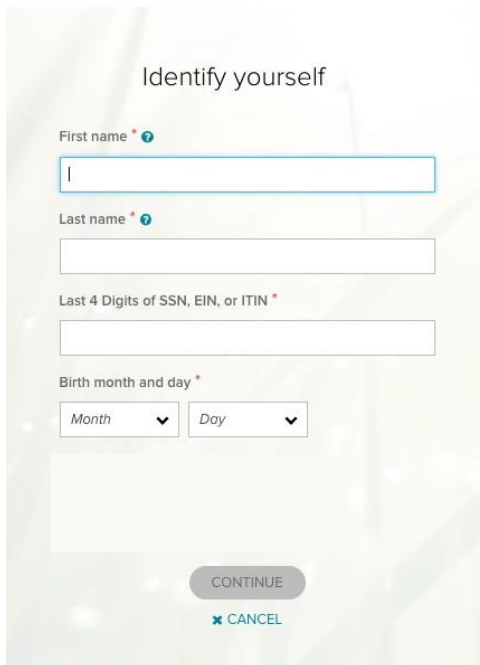
- Between 8 and 64 characters
- A lowercase or uppercase letter
- At least one number
- Not repeat any character more than 3 times in a row.
- Not be a sequence of 4 characters in a row.
- Increase the length from 12-20 characters.
- Add one or more special characters such as @, \$, or &.
- Use both uppercase and lowercase letters.

(OR) Option 2: Using an Organizational Registration Code

- 1 On your ADP service website, enter the registration code in the format “CompanyID-companyspecificcode” (for example, NaphCare-ADP) from the welcome packet, email, or similar communication from your administrator.



- 2 Enter your personal identity information.



- 3 Complete additional verification, if required.
Note: In the United States, if you register with a Social Security number and date of birth (without an Employee/Associate ID), additional verification may be required.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is unique within your organization, and you have access to it.

- **Option 2 – Answer Identity Questions**

If your email address or mobile phone number is in **not unique** within your organization's records, or you do not recognize or have access to them.

- 4 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications.

The screenshot shows a form titled "Help us protect your account". It has two main sections: "Primary Contact Information" and "Backup Contact Information".

Primary Contact Information: Includes a dropdown for "Email*" (set to "Work") and a text field. Below it is a "Phone*" section with a dropdown (set to "Work, Mobile"), a country code dropdown (set to "US"), and a text field. There is a checkbox "It's OK to text me about my account*" with "Yes" selected.

Backup Contact Information: Includes a dropdown for "Email" (set to "Personal") and a text field. Below it is a "Phone" section with a dropdown (set to "Work, Other"), a country code dropdown (set to "+1"), and a text field. There is an "Ext" field.

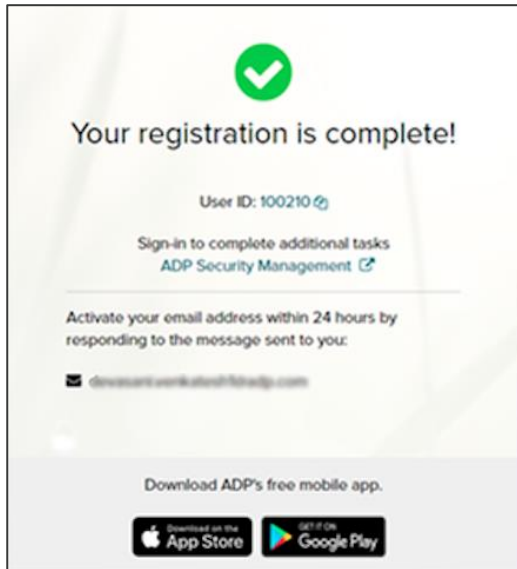
At the bottom, there is a link "ADD NEW PHONE", a "CONTINUE" button, and a "CANCEL" button.

- 5 Set up your user ID and password for your account.
Note: Users providing a unique email and a unique phone number will not be required to set up security questions and answers.

The screenshot shows a screen titled "One more step, [Name]!". It says "Create your account with <Your Company Name>". Below that is a "User ID:" field. Then a "Password (case sensitive)*" field with a masked password "*****". Below that is a "Confirm" field. A password strength indicator shows "Strong" with a full orange bar. A "Password must:" pop-up box lists requirements:

- Between 8 and 64 characters
- A lowercase or uppercase letter
- At least one number
- Not repeat any character more than 3 times in a row.
- Not be a sequence of 4 characters in a row.
- Increase the length from 12-20 characters.
- Add one or more special characters such as @, \$, or &.
- Use both uppercase and lowercase letters.

Click Create Your Account to complete the registration and set up your ADP account. Use your user ID and password to access your ADP service(s).



Activate Your Email Address

During registration, if you provided a unique email address that is not shared by others in your organization, you will receive an activation email from ADP. Follow the instructions in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

Activate Your Mobile Phone

During registration, if you provided a unique mobile phone number that is not shared by other users in your organization, you will receive a text message from ADP and reply with the code to complete the activation. In some countries, your activation process will differ; so, please follow the instructions in the text message in order to activate your mobile number.

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 login page.

- 1 Enter your first name and last name exactly as they exist in your organization’s records. You will also be asked to enter an email address and/or mobile phone number associated with your account. [See this step.](#)

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

- 2 To reset your password, select the “I don’t know my password” option and choose an option.

- **Option 1 – Get and Enter a Code within 15 Minutes**

If your email address or mobile phone number is unique within your organization, and you have access to it.
[See Option 1.](#)

- **Option 2 – Answer Your Security Questions**

If your email address or mobile phone number is not unique within your organization’s records, or you do not recognize or have access to them. [See Option 2.](#)

Upon successful verification of your response, you will be prompted to enter and confirm your new password. [See this step.](#)