

ADP Employee Registration Quick Reference Card



Welcome! Register an account with ADP to access your pay statements and tax statements online today.

The process is easy and will take just a few minutes to identify yourself using your own personal identity information and contact information in order to establish access. Let's get started!

1. On your ADP Employee Self Service website, click the link to **Sign Up**.
2. Select **Find Me**.

3. **Enter an email address or mobile number** that you shared with your organization.
 - a. To verify your record within your organization, enter your identity information either government-issued legal ID (SSN, EIN OR ITIN) or your **Employee ID/Associate ID**, **Date of birth**. Options available to you may vary slightly.
 - b. Enter the verification code sent to the email address or mobile number used to get started with the registration within 15 minutes.

(OR)

Enter your personal identity information that you shared with your organization.

- a. Enter your **First name**, **Last name**, and **Date of birth**, and then either your legal ID or your **Employee ID/Associate ID**.
- b. Enter the verification code sent to your email address or mobile number, as requested.

4. Add your primary contact information—a frequently used email address and mobile number to receive account notifications as well as to validate your identity, when needed.
5. Set up your user ID and strong password to complete the registration process for your ADP Employee Self Service account.

Congratulations! Use your user ID and password to log in to your account and access your information on ADP Employee Self Service at <https://workforcenow.adp.com/> and the ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



If you forget your login information, use the **Forgot User ID/Forgot Password** link on your ADP service web site to complete a quick verification and recover your information.