

# Registration Quick Reference Card



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## Registration

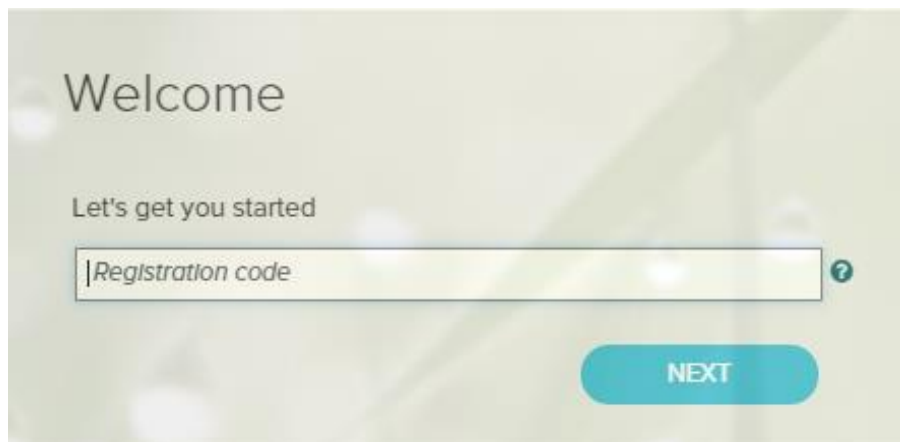
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (for example, acme-abc1 or 9A7B632F) and the URL of your ADP service web site.

URL: <https://workforcenow.adp.com>

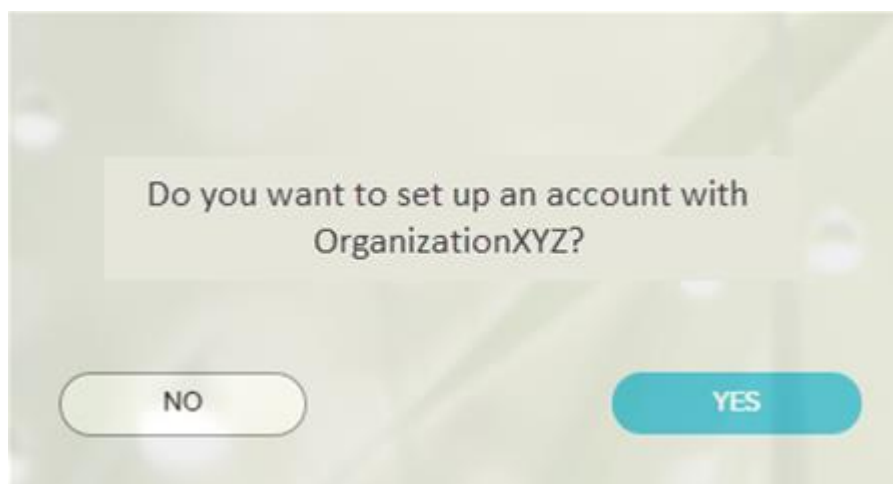
Registration Code: **pnwballet-1234**

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



The screenshot shows a registration interface with a light green background. At the top, the word "Welcome" is displayed in a large, dark font. Below it, the text "Let's get you started" is shown. A text input field with the placeholder text "Registration code" is present, followed by a small question mark icon. A teal "NEXT" button is located at the bottom right of the input area.

Enter your registration code.



The screenshot shows a confirmation dialog with a light green background. The text "Do you want to set up an account with OrganizationXYZ?" is centered. Below the text are two buttons: a white "NO" button and a teal "YES" button.

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\*

John Doe

☐ Employee ID

☒ SSN, EIN, or ITIN

Birth month and day\*

January 01

CONFIRM

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.

CANCEL REGISTER NOW

Click REGISTER NOW.

### Enter your contact information ⓘ

Resetting your password is easier when you:

- 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\*

John.doe@organizationxyz.com

☐ Business ☒ Personal

Mobile phone number

United States ▼

555-555-5555

☐ 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\*

JDoe@ldUsr001

Password (case sensitive)\* ⓘ

\*\*\*\*\*

Strong

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

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

Confirm password (case sensitive)\*

\*\*\*\*\*

### Select security questions and answers ⓘ

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

Question 1\*

What was the first and last name of your first manager? ▼

Your answer (not case-sensitive)\*

John Jonathan

Question 2\*

In what city was your mother born? (Enter full name of city only) × ▼

Your answer (not case-sensitive)\*

Newark


Question 3\*

In what city was your father born? (Enter full name of city only) ▼

Your answer (not case-sensitive)\*


Chicago


REGISTER NOW

 **Congratulations! Your registration is complete!**


### Your account



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 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:  

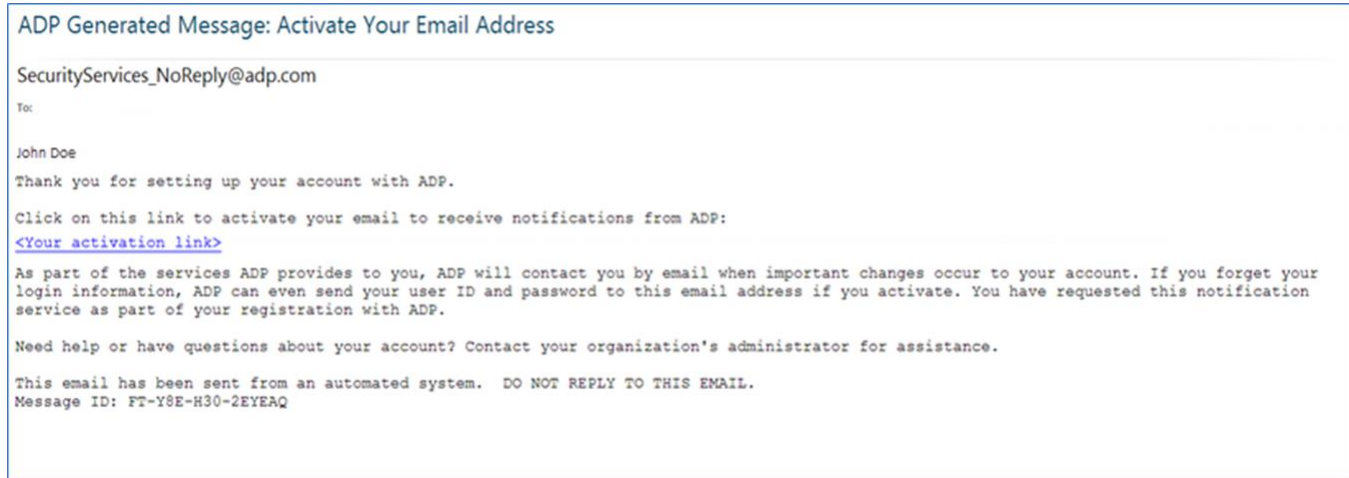
 John.doe@organizationxyz.com  
 +1 555-555-5555

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

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.



## Activate Your Mobile Phone

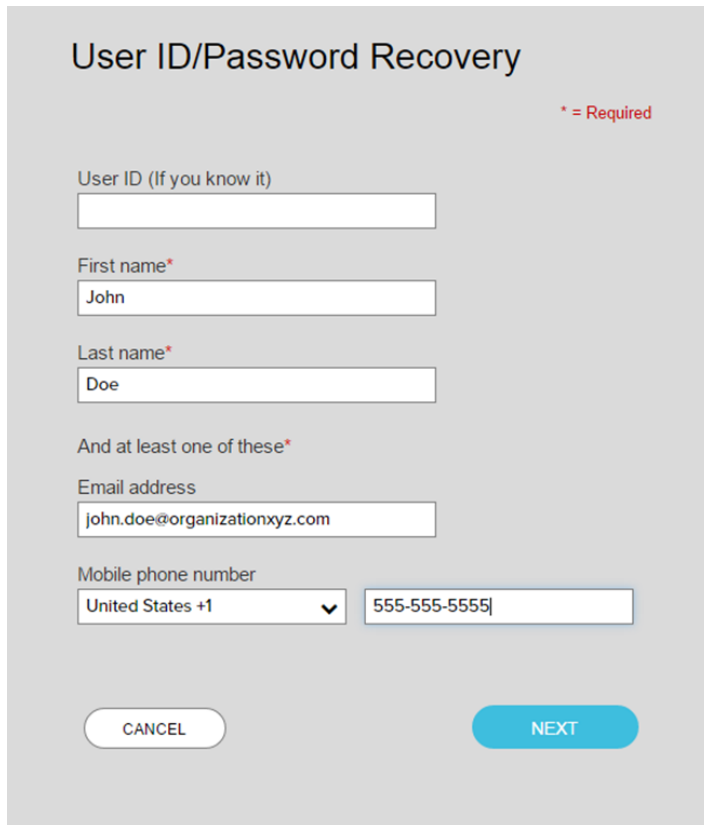
If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code ##### to activate your mobile number. In the United States, the message will come from sender “90206”; the sender will vary in other countries.

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.

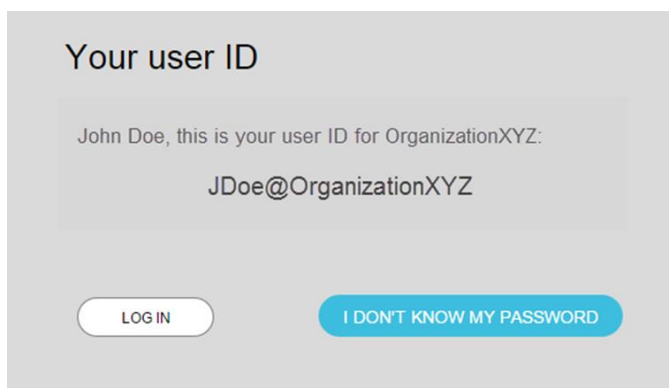


The form is titled "User ID/Password Recovery" and includes a red asterisk legend indicating that fields marked with an asterisk are required. The fields are: "User ID (If you know it)" (empty), "First name\*" (containing "John"), "Last name\*" (containing "Doe"), "Email address" (containing "john.doe@organizationxyz.com"), and "Mobile phone number" (containing a dropdown for "United States +1" and a text box with "555-555-5555"). At the bottom are "CANCEL" and "NEXT" buttons.

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.



The screen is titled "Your user ID" and displays the message: "John Doe, this is your user ID for OrganizationXYZ: JDoe@OrganizationXYZ". At the bottom are "LOGIN" and "I DON'T KNOW MY PASSWORD" buttons.

Use this option 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.

☒ XXXXXX4133 (SMS text)

☐ XXXXXXXXXXXXXXXXXXXXn@adp.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.

☐ XXXXXX4133 (SMS text)

☐ XXXXXXXXXXXXXXXXXXXXn@adp.com

**SEND CODE**

Enter your security code here in **12.45**

432157

☐ 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 first and last name of your first manager?

Your answer (not case-sensitive)\*


In what city was your mother born? (Enter full name of city only)

Your answer (not case-sensitive) \*

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive) \*


**CANCEL** **NEXT**



Click  (view) and hold it to reveal your answer.

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)\* 

  Strong 

Confirm new 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 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.