

Registration Quick Reference Card



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Registration

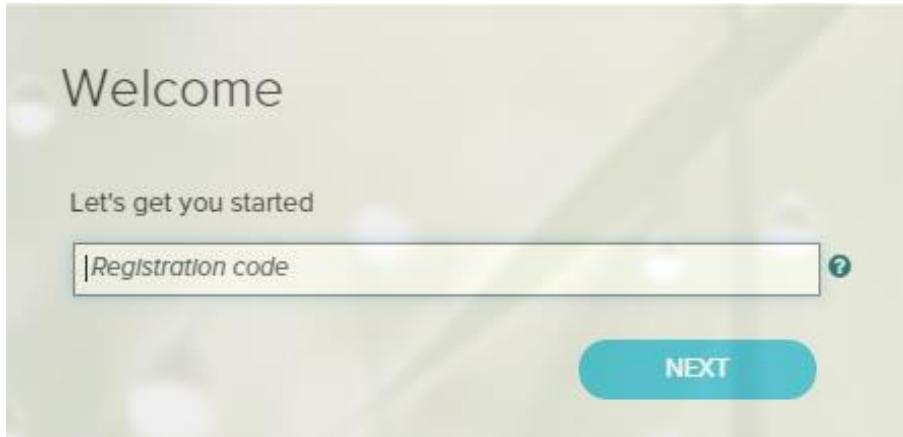
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

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

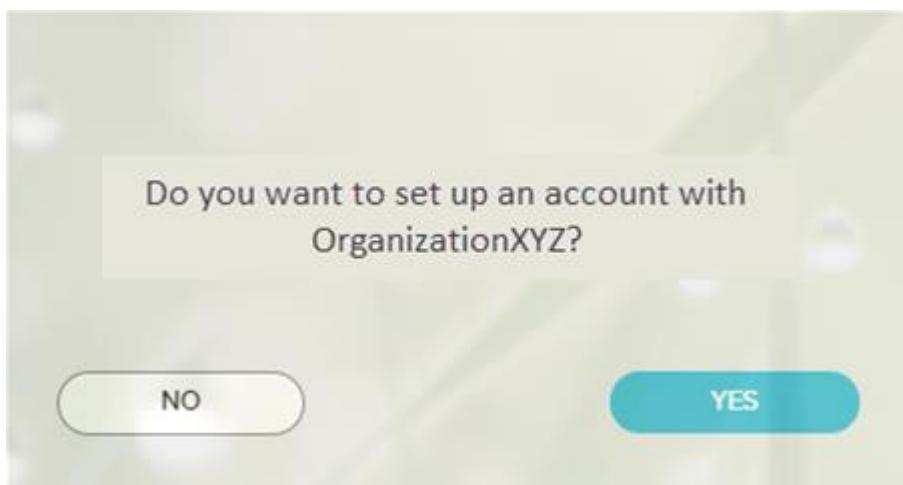
URL: <https://workforcenow.adp.com>

Registration Code: **pnwballet-1234**

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



Enter your registration code.



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*

 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*
JDoe@IdUsr001

Password (case sensitive)* 

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

Strong

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)*

Question 2*

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

Your answer (not case-sensitive)*

Question 3*

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

Your answer (not case-sensitive)*

REGISTER NOW

 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

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.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:
[<Your activation link>](#)

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-Y8E-H30-2EYEAQ

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 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.

User ID/Password Recovery

* = Required

User ID (If you know it)

First name*

Last name*

And at least one of these*

Email address

Mobile phone number

United States +1

[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

[LOG IN](#) [I DON'T KNOW MY PASSWORD](#)

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)

XXXXXXXXXXXXXXXXXn@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...

Your security code

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

XXXXXX4133 (SMS text)

XXXXXXXXXXXXXXXXXn@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)*

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

CANCEL

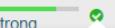
NEXT

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 

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

 Your password is valid

Confirm new pass: 

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.

CANCEL

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