ADP Employee Registration Quick Reference Card

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

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

www.workforcenow.adp.com

Registering with your email/mobile or identity information	(OR) Registering with a registration code from your organization
1. On your ADP service website, click the link to Create Account.	1. Set up your user ID and strong password to complete the registration process for your ADP service account.
2. Select **Find Me**.	2. On your ADP service website, click the link to **Create Account**.
3. Enter an **email address or mobile number** that you shared with your organization.	3. Select **I Have a Registration Code**.
a. To verify your record within your organization, enter your identity information either **government-issued legal ID (SSN, EIN OR ITIN - US ONLY)** or your E**mployee ID/Associate ID., Date of birth.** Options available to you may vary slightly.	4. Enter the Personal Registration code or Organizational Registration code shared by your administrator**.**
(OR)	5. Enter your identity information, such as F**irst name, Last name, Date of birth, government-issued legal ID (SSN, EIN OR ITIN - US ONLY)**, or your **Employee ID/Associate ID**. Options available to you may vary slightly.
Enter your personal identity information that you shared with your organization.	6. Based on your information requested during this process:
a. Enter your **First name, Last name, and Date of birth**, and then either your **legal ID** or your **Employee ID/Associate ID.**	a. Enter the verification code sent to your email address or mobile number available on record.
4. Enter the verification code sent to your email address or mobile number available on record. You can also enter new phone number for identity verification.	b. You can also enter new phone number for identity verification.
5. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.	c. You may be required to answer questions from public records.
	7. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.

Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and 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.