

# Registration Quick Reference Card for Employees/Associates



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

**Register with a Personal Registration Code** Go this URL: <https://workforcenow.adp.com> On the Welcome page, select SIGN UP to create a new account.

- 1 On your ADP service website, enter the registration code (for example, b9a7q6re) 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. [See Step 1.](#)
- 2 Enter your personal identity information. [See Step 2.](#)
- 3 Add your frequently used contact email address(s) and mobile number(s) in order to receive account notifications. [See Step 3.](#)
- 4 Set up your user ID, password, and select security questions and answers. [See Step 4.](#)

Click Register Now ([See Sample Confirmation page](#)). 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.](#)

Employees who are registering for the first time and can't find their registration code can use the new option(s) available below to create their account.

**Option 1: Sign Me Up with Email/Mobile** (No email or mobile number? Try option 2 below)

1. Go to link provided by client administrator. In this example Workforce Now: <https://workforcenow.adp.com>
2. Click on Need an Account? Sign Up button
3. Select: **Sign Me Up with Email/Mobile**
  - If user has the code they can select: I have a registration code
4. Enter email or mobile, then select Continue
5. Enter **verification code** issued to email/mobile
  - If user did not receive a code after submitting email/mobile, they can select: **Request a New Code**
6. Enter primary and back up **contact information**, then select Continue
7. Final step is to **create account**: case sensitive password needs to be entered and confirmed

SECURE PAGE

Search Identity Info Contact Info Create Account

## Help us find you

Enter the contact email/mobile that you shared with your employer. If found, we'll send you a verification code to confirm your identity.

Email or mobile phone

No email or mobile on file? [ENTER YOUR INFO](#)

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**Option 2: Help Us Find You** (When an email or mobile number may not be on the record)

1. Same steps as above to access registration link such as Workforce Now, then select **Sign Me Up with Email/Mobile**
2. On the **Help Us Find You** screen, select **Enter Your Info**, then select **Search**

3. User is prompted to enter required info: First and Last Name, Date of Birth and either Employee/Associate ID or Last 4 SSN
  - If employee is not found, they will receive a message: ***We cannot find you in our records. Review your entries and try again.***
  - If employee is found in more than one company, the list of organizations will display for employee to select.
  - **Note:** All organizations employee is associated with will display regardless of employee's current position status.
4. Upon successful identification, employee can continue to **create account**

