

Registration Quick Reference Card for Employees/Associates



Contents

- Registration..... 2
- Activate Your Email Address..... 6
- Activate Your Mobile Phone..... 6
- Forgot Your User ID/Password? 7

Registration

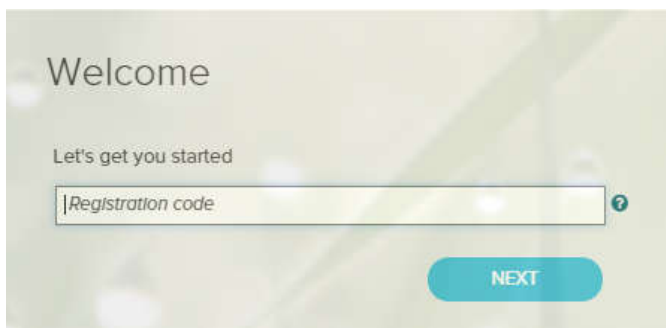
Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

To Begin: Go to <http://workforcenow.adp.com> and click on “Register Here” under First Time User

- Our administrator code is BCforward-1234

Security Tip: To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On your ADP service web site, click the link to register for ADP services and follow the instructions on the page.



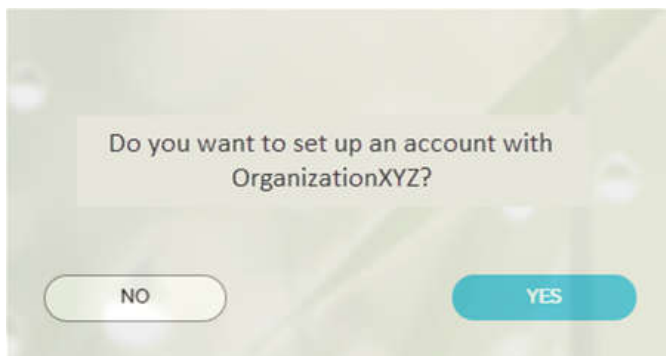
Welcome

Let's get you started

Registration code ?

NEXT

Enter your personal registration code or your organizational registration code.




Do you want to set up an account with OrganizationXYZ?

NO YES

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*

Associate ID / Employee ID*

SSN, EIN, or ITIN*

Birth month, day, and year*
Month Day Year

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.

Click REGISTER NOW.

Complete the page and click REGISTER NOW.

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- 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 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@organizationxyz

Password (case sensitive)*
travel@2016 Show password Good

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
***** Show password

Select security questions and answers

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

Question 1*
What was the name of your first pet?

Question 2*
What was the first foreign country you visited?

Question 3*
In what city was your father born? (Enter full name of city only)

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

✔ 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

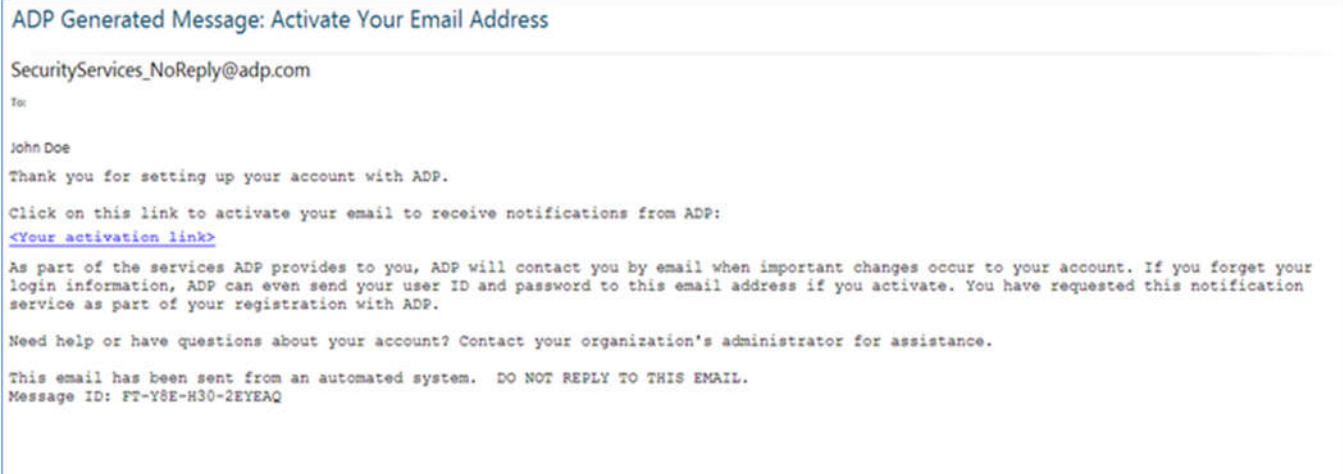
📱 +1 555-555-5555

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

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.



Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, 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.

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.

Click **I DON'T KNOW MY PASSWORD** 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.

The screenshot shows a mobile interface titled "Your security code". Below the title, it says "Select where you want to send the security code and click Send Code." There are two radio button options: the first is selected and labeled "*****5556 (SMS text)", the second is labeled "J*****e@organizationxyz.com". A blue "SEND CODE" button is positioned below the options. At the bottom, there is a checkbox labeled "I don't have access to any of these emails/phones", a "CANCEL" button, and a "NEXT" button.

Send the code to your email or mobile phone...

...and enter it here within 15 minutes.

This screenshot shows the same "Your security code" screen. The "SEND CODE" button is now greyed out. Below the options, it says "Enter your security code here in 14:10" with a timer. A text input field contains the security code "514235". The "I don't have access to any of these emails/phones" checkbox, "CANCEL" button, and "NEXT" button are also visible.

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 name of your first pet?

Your answer (not case-sensitive)*

bubbles

Show answer

What was the first foreign country you visited?

Your answer (not case-sensitive)*

Show answer

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

Your answer (not case-sensitive)*

Show answer

CANCEL NEXT

Click Show answer to reveal your answer briefly.

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Click Show password to reveal your password briefly.

Reset password

* = Required

New password (case sensitive)*

tr@Vel2916

Strong

Show password

Show 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.