

ADP Workforce Now® Employee Welcome Card



Getting to Your ADP Workforce Now Website

Welcome to your new ADP Workforce Now website! To get started at <https://workforcenow.adp.com>, enter your **User ID** and **Password** into the appropriate fields then click **Sign In**. To view supported internet browsers and operating systems, click the **Requirements** link.

The screenshot shows the ADP Workforce Now login interface. At the top left is the ADP logo. In the top right corner, there is a language selection dropdown set to "English (US)". The main heading is "Welcome to ADP". Below this, there is a "User ID" input field with a "➔ Administrator Sign In" link to its right. Underneath the User ID field is a "Remember My User ID" checkbox with an information icon. Below that is a "Password (case sensitive)" input field. A "SIGN IN" button is positioned below the password field. Below the sign in button is a link for "Forgot your user ID/password?". At the bottom of the main content area, there is a "Need an account?" section with a "SIGN UP" button. The footer contains three links: "Privacy", "Legal", and "Requirements".

Annotations on the screenshot:

- "Enter your **User ID** and **Password**." points to the User ID and Password input fields.
- "Click **Sign In**." points to the SIGN IN button.
- "Click **Requirements** to display browser and operating system requirements." points to the Requirements link in the footer.



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Navigating Your Website

Now that you have logged into <https://workforcenow.adp.com>, finding important activities and information is easy. Use the menus and submenus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your personal information can be found under the Myself menu and submenu options. If you have issues on this page, contact your company administrator for assistance.

Note: Menus and submenu activities may vary based on your access privileges and company setup

Icons such as **Message Center**, **Calendar**, **Support**, and **Log Out** provide quick access to common information and tasks. To set preferences or view your profile, click on your name and select the link.

Click on a menu to access additional resources and work-related activities.

Your Home page displays important information in sections such as **Company Mission**, **Company Events**, **Forms** and **Quick Links**.

The screenshot shows the ADP Workforce Now website interface. At the top, there is a navigation bar with the ADP logo on the left and user information on the right, including the name 'ANTHONY ALBRIGHT' and a dropdown menu with 'My Profile' and 'Preferences'. Below the navigation bar, the 'MYSELF' menu is expanded, displaying a list of options: 'Personal Information' (with sub-items: Employment, Pay, Time & Attendance, Time Off, Talent, Benefits), 'Personal Profile', 'Dependents & Beneficiaries', and 'Talent Profile'. The main content area is divided into several sections: 'Company Mission' with a brief statement, 'Company News' featuring a record for four consecutive quarters, 'Company Spotlight' highlighting a sales record for Mary Smith, 'Quick Links' for 'Pay Statement' and 'Company Policies', 'Forms' for 'State Tax Forms' and 'Benefits Forms', 'Company Events' with a 'Making A Difference In Our Communities' article, and 'ADP News' with a mobile solutions advertisement. The footer contains links for 'Privacy', 'Legal', 'Requirements', 'Product Feedback', and 'About'.



Need Help? Forgot Your User ID?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your User ID, you can use the **Forgot your User ID/Password?** link on your ADP service website to recover it. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter **First name** and **Last name** exactly as they exist in your organization's records.
- 3 Enter an email address and/or mobile phone number associated with your account.
Note: For additional assistance, click the Help icon.
- 4 Click **Next** and follow the instructions on the site to recover your **User ID**.

Result: Upon successful verification of the information you entered, your User ID will be displayed.

- 5 Click **Log In** to access your ADP service
or
Click **I Don't Know My Password** to reset your account password.



User ID/Password Recovery

User ID (Only if you are sure you know it) * = Required

First name*

Last name*

And at least one of these*

Email address

Mobile phone number
United States +1

CANCEL NEXT

Need Help? Forgot Your Password?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your **Password**, you can use the **Forgot your User ID/Password?** link on your ADP service website to 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.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter your **User ID**.
- 3 Enter **First name** and **Last name** exactly as they exist in your organization's records.
- 4 Enter an email address and/or mobile phone number associated with your account.

Note: For additional assistance, click the Help icon.

- 5 Click **Next**.
- 6 Select the reset method and click **Send Code**:

- Request temporary **Code** to be sent via email to your activated email address.
- Request temporary **Code** to be sent as a text message to your activated mobile phone number.

Note: If you have not yet activated your email address and/or your mobile phone number, the email and text message options will not be available to you. Select the **I don't have access to this email address** checkbox and click **Next**. You will have to answer security questions to reset your password on the screen.

- 7 Retrieve the code sent to your email or phone and follow the instructions on the site to enter your new code within 15 minutes to reset your **Password**.

Note: If you are still unable to reset your **Password**, contact your company administrator for assistance.

Your security code

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

XXXXXX4133 (SMS text)

XXXXXXXXXXXXXXXXXXXX@adp.com

SEND CODE

I don't have access to any of these emails/phones

CANCEL NEXT



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