

Registration

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You will receive an email from ADP inviting you to register for the system. The email will come from SecurityServices_noreply@adp.com. Please watch your junk email for this ADP email.

Sample Registration E-mail

Welcome

This is one of two emails that you'll need in order to complete your registration with Workforce Now and access ADP services.

After you enter your Personal Registration Code (provided in a separate email), select the AssociateID option and enter the AssociateID provided below.

Your AssociateID: 9R0Z7JIVS

Instructions:

1. Go to <https://workforcenow.adp.com>
2. On the Login page, click the link to create a new account.
3. Follow the instructions on the site.
4. After you register successfully, log in at <https://workforcenow.adp.com> and complete your Prehire tasks.

Have questions or need help? Contact your organization's administrator.

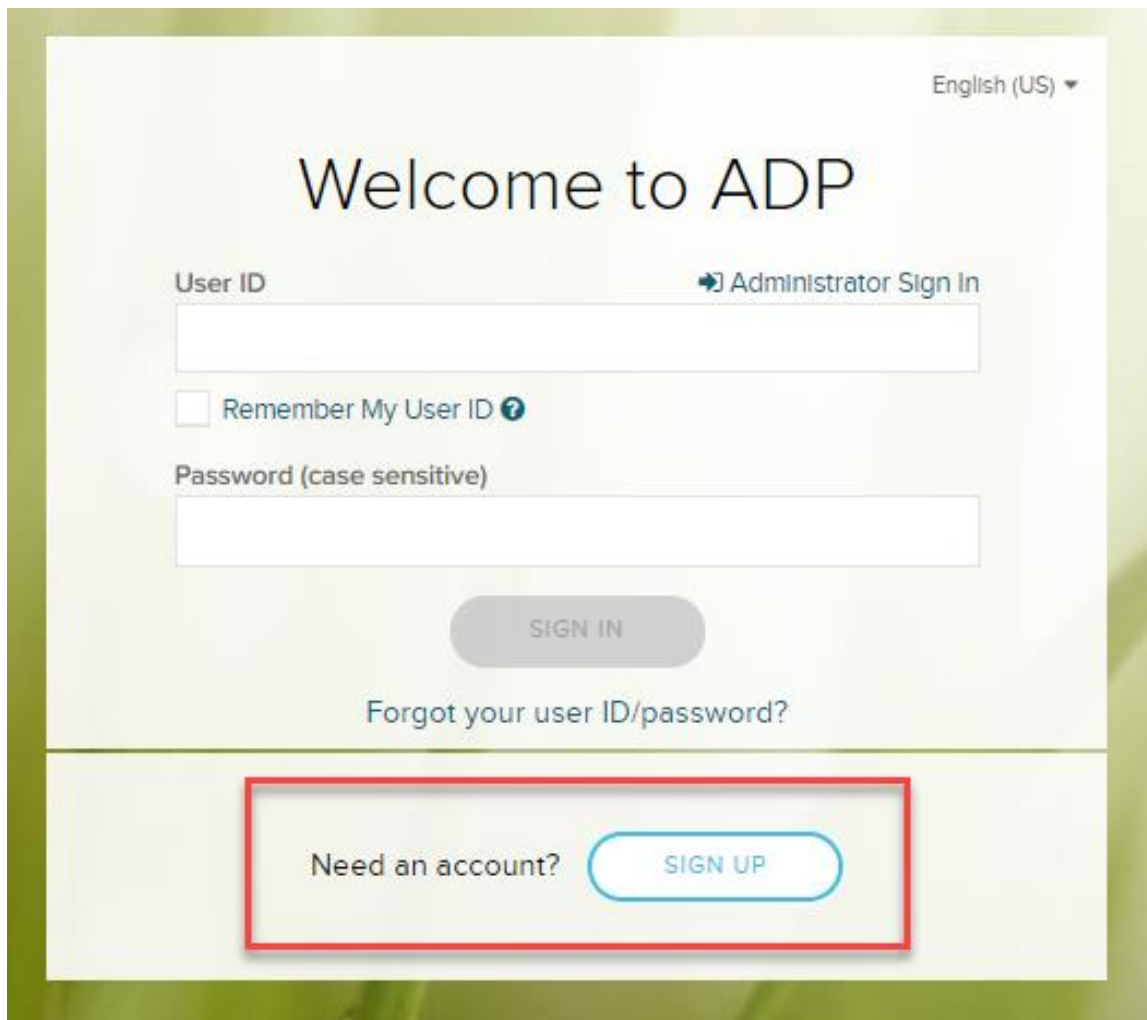
This email has been sent from an automated system. DO NOT REPLY.

*All images and videos in this training presentation were taken of generic test records in a test system

Registration

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Click the “Need an Account?” button at the bottom.



The image shows a screenshot of the ADP login page. At the top right, there is a language selector set to "English (US)". The main heading is "Welcome to ADP". Below this, there are two input fields: "User ID" and "Password (case sensitive)". To the right of the "User ID" field is a link for "Administrator Sign In". Below the "User ID" field is a checkbox labeled "Remember My User ID" with a help icon. A "SIGN IN" button is centered below the password field. Below the "SIGN IN" button is a link for "Forgot your user ID/password?". At the bottom of the page, there is a section highlighted with a red border containing the text "Need an account?" and a "SIGN UP" button.

English (US) ▾

Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID ?

Password (case sensitive)

SIGN IN

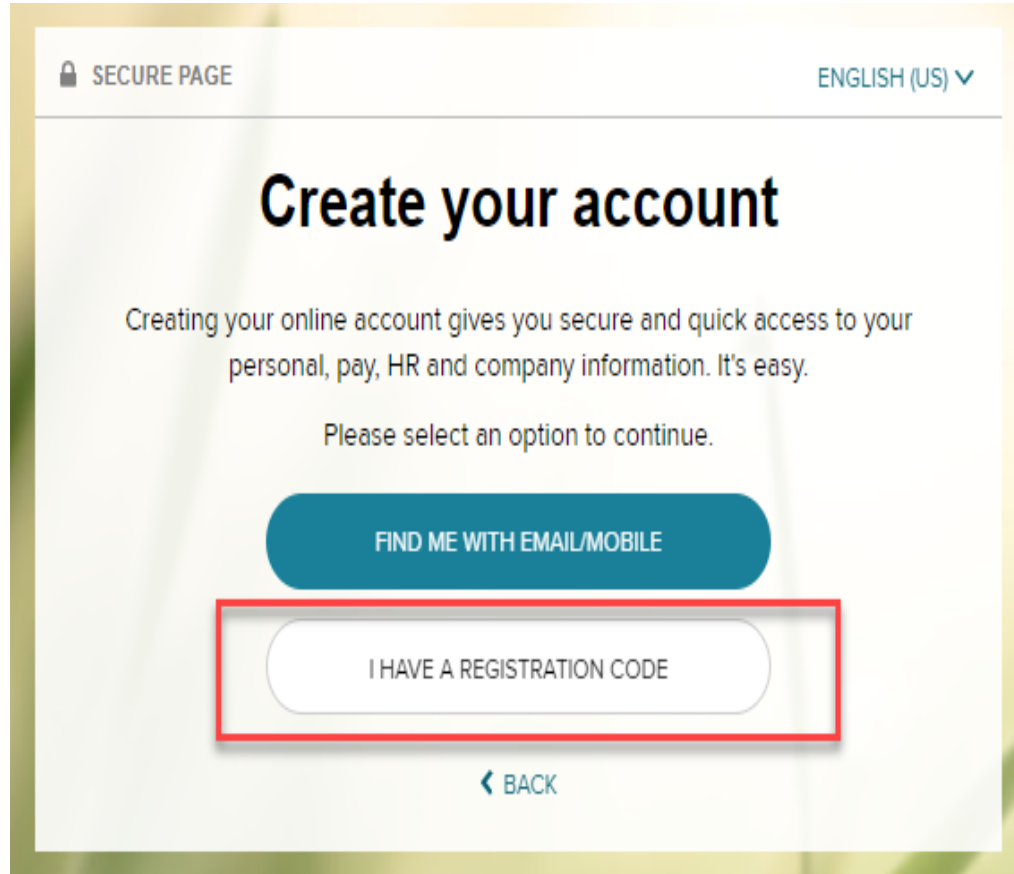
[Forgot your user ID/password?](#)

Need an account? [SIGN UP](#)

Registration

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Next click “I have a registration code.”



SECURE PAGE ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

[FIND ME WITH EMAIL/MOBILE](#)

[I HAVE A REGISTRATION CODE](#)

[← BACK](#)

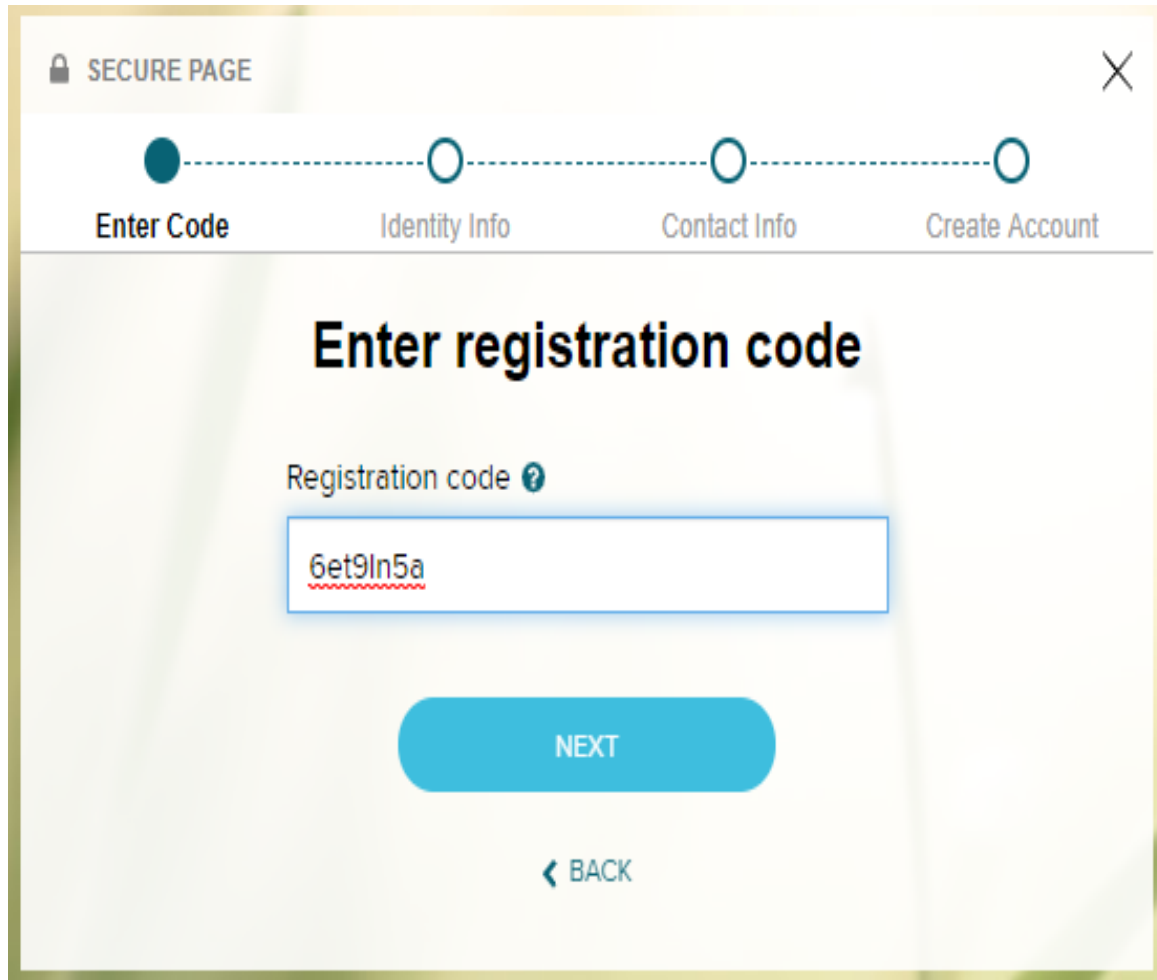
Registration

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Enter the registration code, provided to you in an email from ADP.

This code will expire in 15 days.

Contact NOWCCsupport@nowcc.org if your code has expired.



The screenshot shows a mobile application interface for registration. At the top, it says "SECURE PAGE" with a lock icon and a close button (X). Below this is a progress indicator with four steps: "Enter Code" (selected with a solid blue circle), "Identity Info", "Contact Info", and "Create Account" (all with hollow circles). The main content area is titled "Enter registration code" in large, bold black text. Below the title is a label "Registration code" with a question mark icon. A text input field contains the code "6et9ln5a" with a red wavy underline underneath. At the bottom, there are two buttons: a large blue "NEXT" button and a smaller grey "← BACK" button.

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Enter your Legal First and Last Name.

Enrollees: Will receive an email with an Associate ID.

Monitors: Please select Birth month and day, then enter January 1.

Then click “Continue”.

The screenshot shows a secure registration page with a progress bar at the top. The progress bar has four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Identity Info' step is currently active. The main heading is 'Let's get started'. Below this, a message states: 'First, we'll need your information so that we can create your account with **testIS0722**'. There are two text input fields: 'First name' and 'Last name', both with a red asterisk and a help icon. Below these is a radio button selection for 'And one of these*'. The options are: 'Last 4 Digits of SSN, EIN, or ITIN', 'Associate ID', and 'Birth month and day'. The 'Birth month and day' option is selected. Below the radio buttons are two dropdown menus labeled 'Month' and 'Day'. At the bottom is a grey 'CONTINUE' button.

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To protect your account, ADP will ask for you to provide your primary email address and phone number. We recommend using an email address that you regularly use (work or personal email, your choice).

SECURE PAGE

Enter Code Identity Info **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work [REDACTED]@p.com

Phone

Personal, Mobile [US Flag] +1

+ ADD BACKUP CONTACT INFORMATION

CONTINUE

Registration

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You will need to create a User ID and Password to establish your account. Your new User ID can be an email address or any unique User ID.

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

One more step, Advantage!

Let's set up the login information for your account with **testIS0721**

User ID *

AdvantageESS

Password (case sensitive) *

.....

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *

.....

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT

Registration

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You will be asked to select your 3 security questions and provide the answers. Security questions and your answers are necessary if you forget your password to allow ADP to recover your password. **Answers are case sensitive.**

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Please Select

- What was your childhood nickname that most people do not know?
- What was the first and last name of your first manager?
- In what city was your mother born? (Enter full name of city only)
- What was the first and last name of your first girlfriend/boyfriend?

Please Select

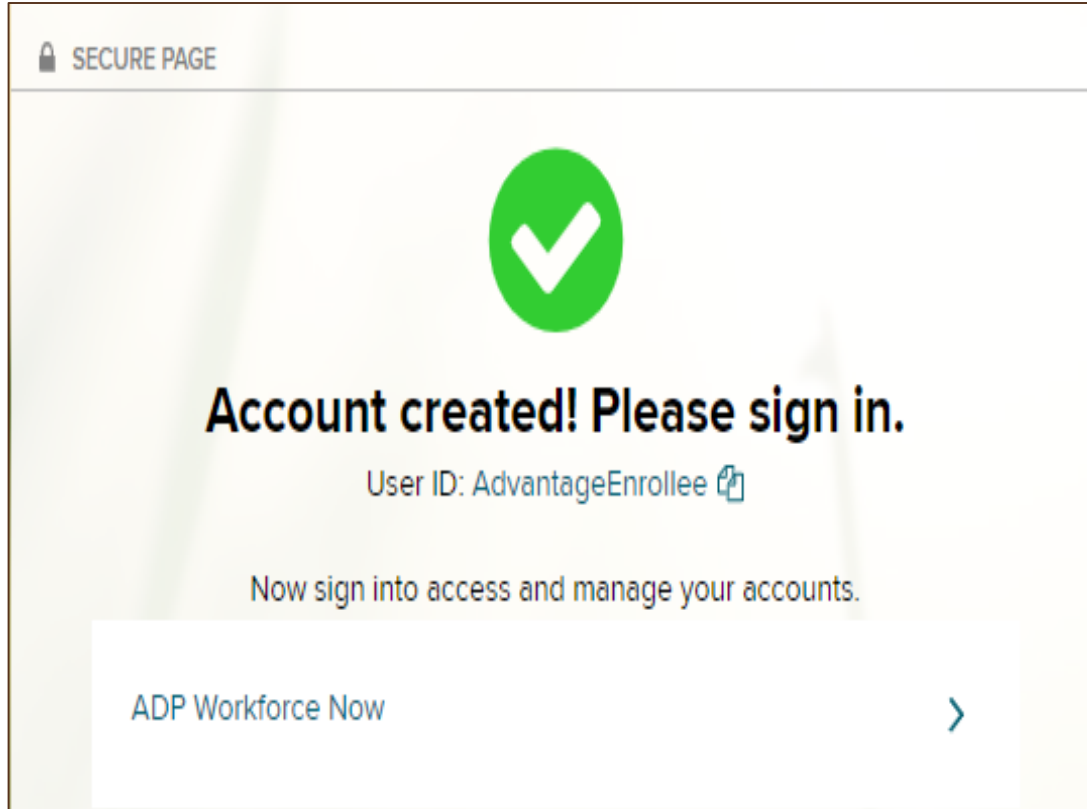
Answer 3

CONTINUE


Registration

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Congratulations!
You have
registered for your
new account in
ADP




SECURE PAGE



Account created! Please sign in.

User ID: AdvantageEnrollee 

Now sign into access and manage your accounts.

ADP Workforce Now 

Registration

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Confirmation email from ADP that you have registered your new UserID.

