

# 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" label and a text input field. To the right of the input field is a link for "Administrator Sign In". Below the User ID field is a checkbox labeled "Remember My User ID" with an eye icon. Underneath is a "Password (case sensitive)" label and another text input field. A "SIGN IN" button is positioned below the password field. Below the button is a link for "Forgot your user ID/password?". At the bottom of the main content area, there is a "Need an account?" label and a "SIGN UP" button. The footer contains three links: "Privacy", "Legal", and "Requirements".

Enter your **User ID** and **Password**.

Click **Sign In**.

Click **Requirements** to display browser and operating system requirements.



A more human resource.™

## 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 description, 'Company News' featuring a record earnings announcement, '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. At the bottom, there is a footer with links for 'Privacy', 'Legal', 'Requirements', 'Product Feedback', and 'About'.



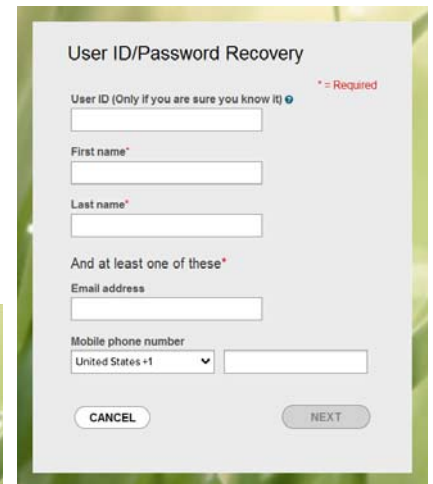
## Need Help? Forgot Your User ID?

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.



## 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.

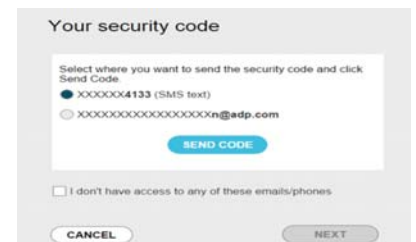
- 5 Click **Next**.
- 6 Select the reset method and click **Send Code**:

- 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.





A more human resource.™

---

## Trademarks

The ADP logo, ADP and ADP Workforce Now are registered trademarks of ADP, LLC. ADP A more human resource. is a service mark of ADP, LLC.

Adobe® is a registered trademark of Adobe Systems Incorporated.

Microsoft®, Windows®, and Internet Explorer® are registered trademarks of Microsoft Corporation.

All other trademarks and service marks are the property of their respective owners.

Copyright © 2001–2018 ADP, LLC. ADP Proprietary and Confidential - All Rights Reserved.

ADP provides this publication “as is” without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programs described in this publication at any time without notice.

**REV 1 - 92418**