ADP First Time Registration Instructions

Follow these instructions to create your login ID and Password in ADP. This access will enable you to complete your bi-weekly time sheet, view and update your personal information, view benefits and view your pay statements.

To access ADP click this link: https://www.workforcenow.adp.com

Click on *Register Here*. 
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
- I HAVE A REGISTRATION CODE

Click **Find Me** to continue

Click **Your Information** to continue

Help us find you

- Email or mobile phone
- Your Information

Enter the contact email/mobile that you shared with your employer.

Email or mobile phone

SEARCH

BACK
Enter your **Personal Information** using your SSN then click Search.

Once you find your record you will be asked to confirm your Identity along with entering contact information. You will then be asked to complete security questions before creating a new User ID and Password.

**The User ID that you create cannot be changed once it's been created.**

Once you have created your new User ID and Password you are now ready to log on to ADP. Here is the link.