



THE ARCHDIOCESE OF  
GALVESTON-HOUSTON

## 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**.

The screenshot shows the ADP login interface. At the top right, there is a language selector set to 'ENGLISH'. The main heading is 'Welcome to ADP®'. Below this is a 'User ID' input field, a 'Remember My User ID' checkbox, and a 'NEXT' button. A link for 'FORGOT YOUR USER ID?' is positioned below the 'NEXT' button. A horizontal line separates the login section from the registration section. Below the line, there is a link that says 'New user ? CREATE ACCOUNT'. A red arrow points from the text 'Click on Register Here' to this 'CREATE ACCOUNT' link. At the bottom of the page, there is a QR code and a section titled 'Download the ADP mobile app' with a 'LEARN MORE >' link.

Click **Find Me** to continue

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

I HAVE A REGISTRATION CODE

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Click **Your Information** to continue

SECURE PAGE

Search Identity Info Contact Info Create Account

## 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

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

SECURE PAGE

Search Identity Info Contact Info Create Account

### Help us find you

Email or mobile phone  Your Information

Enter the personal information that you shared with your employer.

First name \*  Last name \*

Date of Birth \*    Country \*  USA

SSN \*

SEARCH

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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.