



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, followed by a checkbox labeled 'Remember My User ID'. A 'NEXT' button is positioned below the checkbox. Underneath the 'NEXT' button is a link for 'FORGOT YOUR USER ID?'. At the bottom of the login section, there is a 'New user' label and a 'CREATE ACCOUNT' button, which is highlighted with a red rectangular box. Below the login section, there is a QR code and text encouraging users to download the ADP mobile app. The text reads: 'Download the ADP mobile app. Scan the QR code with your device to begin (if your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.' A 'LEARN MORE >' link is located at the bottom right of the QR code section. The background of the page features decorative red and blue polka dots and stripes.

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

← BACK

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

← BACK

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 *

Month Day Year USA

SSN Employee/Associate ID

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.