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.
Click **Find Me** to continue.

Click **Your Information** to continue.
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.