

Registration Quick Reference Card



A more human resource[®]

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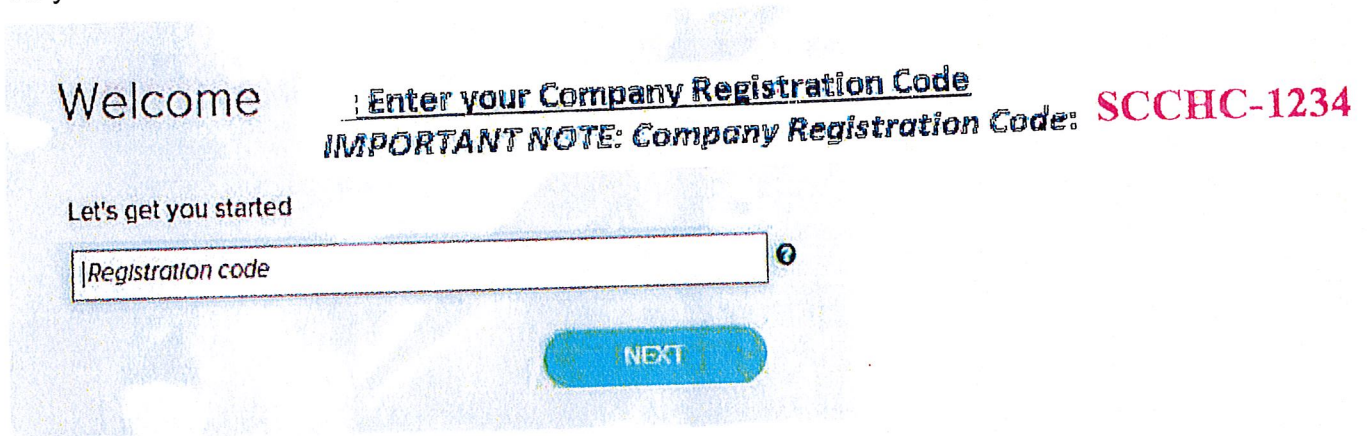
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Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (for example, acme-abc1 or 9A7B632F) and the URL of your ADP service web site.

On your ADP service web site, click the link to register for ADP services.

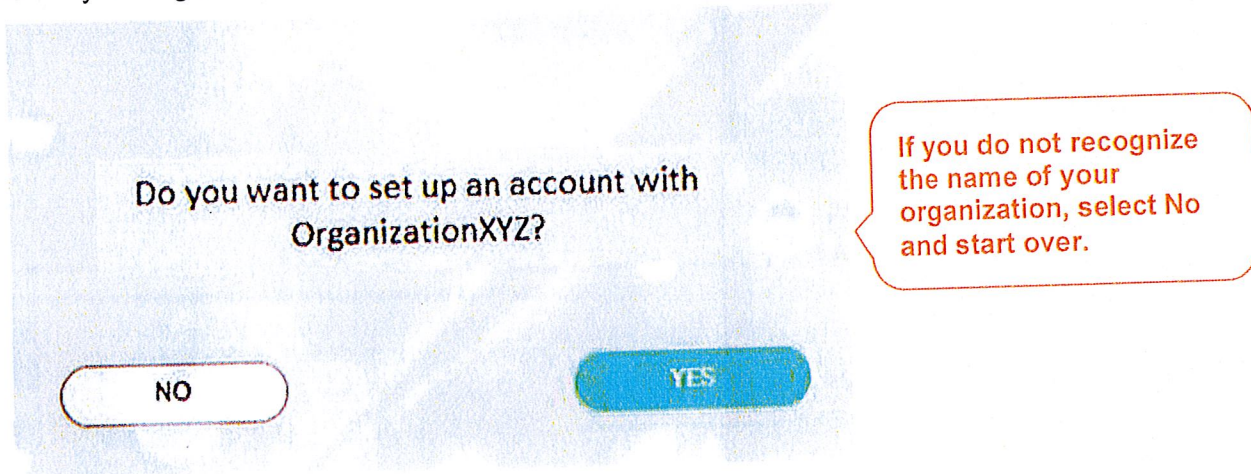


Welcome **Enter your Company Registration Code**
IMPORTANT NOTE: Company Registration Code: SCCHC-1234

Let's get you started

NEXT

Enter your registration code.



Do you want to set up an account with OrganizationXYZ?

NO YES

If you do not recognize the name of your organization, select No and start over.

Enter your information to help us find you in our records.

Help us find you

First name*

John

Last name*

Doe

Employee ID

SSN, EIN, or ITIN

Birth month and day*

January



01



CONFIRM

The options available on this page might vary based on your organization's setup.

Hello, John Doe

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization's administrator for assistance.

CANCEL

REGISTER NOW

Click REGISTER NOW.

Enter your contact information ✕

Resetting your password is easier when you:

- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Email address*

john.doe@organizationxyz.com

Business Personal

Mobile phone number

United States

555-555-5555

Business Personal

I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password ✕

Memorize your user ID and password now, so you remember them later.

User ID*

JDoe@ldUsr001

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

Password (case sensitive)*

.....

Strong

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*

.....

Select security questions and answers ✕

Use answers to your security questions that you can easily remember later.

Question 1*

What was the first and last name of your first manager?

Your answer (not case-sensitive)*

John Jonathan

Question 2*

In what city was your mother born? (Enter full name of city only)

Your answer (not case-sensitive)*

Newark

Question 3*

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive)*

Chicago

REGISTER NOW

✔ Congratulations! Your registration is complete!

Your account

👤 Your user ID: Jdoe@organizationxyz

📄 Your available ADP services:

SELF SERVICE

Activate your email / phone 📧

⚠️ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉️ John.doe@organizationxyz.com

☎️ +1 555-555-5555

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.

Activate Your Email Address

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:

[<Your activation link>](#)

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

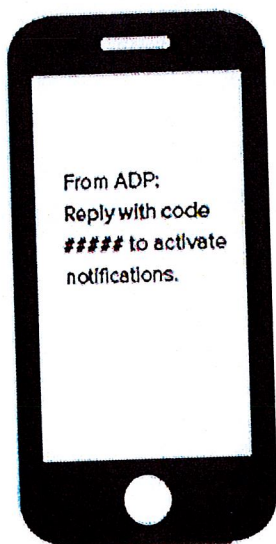
Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-Y8E-H30-2EYEAQ

Activate Your Mobile Phone

If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender "90206"; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.



Forgot Your User ID/Password?

If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service web site to retrieve your user ID and 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.

User ID/Password Recovery

* = Required

User ID (If you know it)

First name*

Last name*

And at least one of these*

Email address

Mobile phone number

CANCEL NEXT

Enter your first name and last name exactly as they exist in your organization’s records.

Enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

Your user ID

John Doe, this is your user ID for OrganizationXYZ:

JDoe@OrganizationXYZ

LOG IN I DON'T KNOW MY PASSWORD

Use this option to reset your account password. The process will be different for administrators / practitioners.

Congratulations! You have successfully retrieved your user ID of your ADP service account.

To Reset Your Password

Select the "I don't know my password" option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

Your security code

Select where you want to send the security code and click Send Code.

- XXXXXX4133 (SMS text)
- XXXXXXXXXXXXXXXXXXXXn@adp.com

SEND CODE

I don't have access to any of these emails/phones

CANCEL

NEXT

Send the code to your email or mobile phone...

...and enter it here within 15 minutes.

Your security code

Select where you want to send the security code and click Send Code.

- XXXXXX4133 (SMS text)
- XXXXXXXXXXXXXXXXXXXXn@adp.com

SEND CODE

Enter your security code here in 12.45

432157

I don't have access to any of these emails/phones

CANCEL

NEXT

If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

Your security questions

* = Required

What was the first and last name of your first manager?
Your answer (not case-sensitive)*
.....

In what city was your mother born? (Enter full name of city only)
Your answer (not case-sensitive)*
.....

In what city was your father born? (Enter full name of city only)
Your answer (not case-sensitive)*
.....

CANCEL NEXT

Click  (view) and hold it to reveal your answer.

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Reset password

* = Required

New password (case sensitive)* @
..... Strong

Your password is valid

Confirm new pas
.....

Your password MUST have:

- ✓ At least 8 characters
- ✓ A lowercase or uppercase letter
- ✓ A number

Your password MUST NOT have:

- ✓ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✓ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:

- ✓ Increase the length from 12-20 characters.
- ✓ Add one or more special characters such as @, \$, or &. Use a combination of uppercase and lowercase letters.

CANCEL

Click to see how well your password meets the requirements and how to make it stronger.

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.

Fast Track Forgot Your User ID/Password



If you forget your login information, you can use the “Forgot Your User ID/Password?” link on your ADP service web site to retrieve your user ID and 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.

User ID/Password Recovery

* = Required

User ID (if you know it)

First name*

Last name*

And at least one of these*

Email address

Mobile phone number
United States +1

Enter your first name and last name exactly as they exist in your organization's records.

Enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

Your user ID

John Doe, this is your user ID for OrganizationXYZ:
JDoe@OrganizationXYZ

Use this option to reset your account password. The process will be different for administrators / practitioners.

Congratulations! You have successfully retrieved your user ID of your ADP service account.

If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code. (If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.)

Your security code

Select where you want to send the security code and click Send Code.

- XXXXX4133 (SMS text)
- XXXXXXXXXXXXXXXXn@adp.com

SEND CODE

Enter your security code here in 12:45

432157

I don't have access to any of these emails/phones

CANCEL

NEXT

Send the code to your email or mobile phone...

...and enter it here within 15 minutes.

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Reset password

* = Required

New password (case sensitive)* Strong

Your password is valid

Confirm new password

Your password MUST have:

- ✓ At least 8 characters
- ✓ A lowercase or uppercase letter
- ✓ A number

Your password MUST NOT have:

- ✓ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✓ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:

- ✓ Increase the length from 12-20 characters.
- ✓ Add one or more special characters such as @, \$, or &.
- Use a combination of uppercase and lowercase letters.

CANCEL

Click to see how well your password meets the requirements and how to make it stronger.

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.

New ADP website for Timesheets

<https://workforcenow.adp.com/public/index.htm>

Welcome to ADP

English (US) ▾

User Login	Admin Login
Enter your user ID and password to Log In	
<input type="text" value="User ID"/>	<input type="button" value="Log In"/>
<input type="text" value="Password"/>	
(Forgot your User ID?) (Forgot your password?)	

[First Time User?](#)

[Register Here](#) or [Help Getting Started](#)

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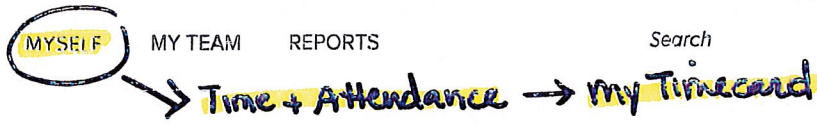
<https://workforcenow.adp.com/portal/theme>

8/13/2015



HOME RESOURCES MYSELF MY TEAM REPORTS

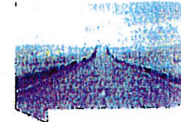
Search



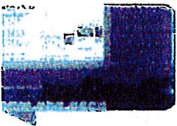
Company Mission

Our Mission

Our company is dedicated to maximize the potential of our greatest asset : our employees. We embrace change and the opportunity it brings. We are focused on delivering quality customer service; and are committed to recruit, develop, reward and retain our global workforce.



Company News and Announcements



Record earnings for fourth consecutive quarter!! Click here to read more.

Quick Links



Log Off

Name

HOME RESOURCES MYSELF MY TEAM REPORTS

Search



My Timecard

Name

Title

Home Department: 00

Location

Tax ID (SSN)

Position ID

Current Pay Period 8/2/2015 8/15/2015 FIND

Timecard	Totals	Schedule	Supplemental Pay Codes	Time Off Balances
WEEK 1				
	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Sun	08/02	0.00	006060	0.00
Mon	08/03	8.00	006060	8.00
Tue	08/04	8.00	006060	8.00
Wed	08/05	8.00	006060	8.00
Thu	08/06	8.00	006060	8.00
Fri	08/07	8.00	006060	8.00
Sat	08/08	0.00	006060	0.00
WEEK 1 TOTALS				40.00
WEEK 2				
	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
Pay Period (80.00)				Week 1 (40.00) Week 2 (40.00)

Print TS
Add Note

Add Row
Copy Row
Delete

↓
Scroll
SAVE

8/14/2015

https://workforcenow.adp.com/portal/theme

- Pay Code**
- BEREV Berevement
 - CONTMD Cont.Med.Educ.
 - EI Extended Illness
 - HOLIDAY Holiday
 - ILLNESS Old Illness
 - JURY Jury Duty
 - MOONLIGHT Moonlight
 - ONCALL On-Call
 - PHYS-SUNDAY Phys-Sunday
 - OVERTIME Overtime
 - PTO Paid Time Off
 - REGULAR Regular
 - SUNDAY Sunday
 - WORK Work