

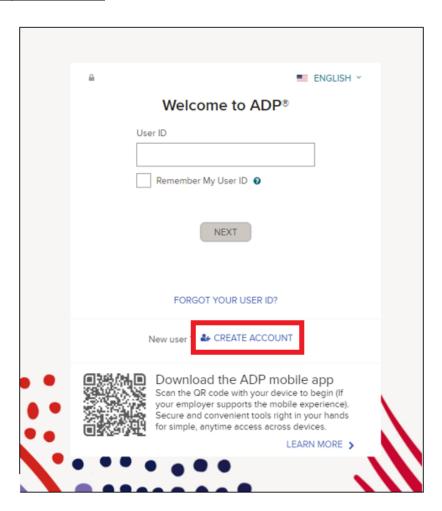


# **ADP First Time Registration Instructions**

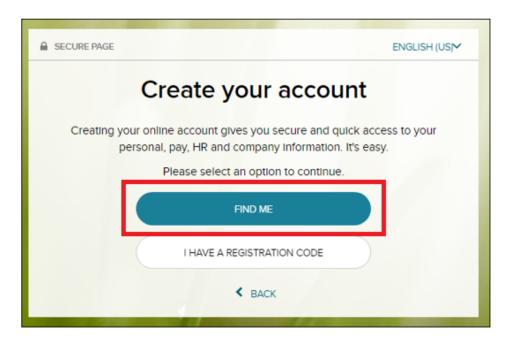
Follow these instructions to create your login ID and Password in ADP. This access will enable you to complete your bi-weekly time sheet, view and update your personal information, view benefits and view your pay statements.

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

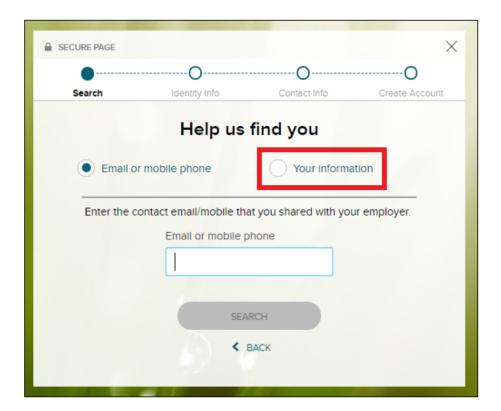
Click on **Register Here**.



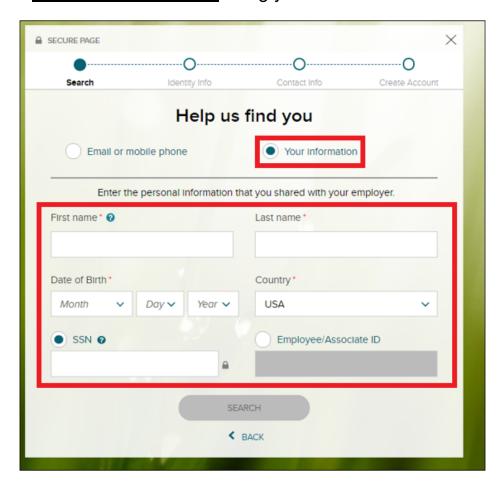
#### Click *Find Me* to continue.



# 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.