

ADP Workforce Now® Version 13 Employee Welcome Card



Getting to Your ADP Workforce Now Website

Welcome to your new ADP Workforce Now website! To get started at <https://workforcenow.adp.com>, enter your **User ID** and **Password** into the appropriate fields on the **User Login** tab then click **Log In**. To view supported internet browsers and operating systems, click the **Requirements** link.

The screenshot shows the ADP Workforce Now login page. The ADP logo is in the top left. A language dropdown menu in the top right is set to 'English (US)'. The main heading is 'Welcome to ADP'. Below this are two tabs: 'User Login' (selected) and 'Admin Login'. There are two input fields: 'User ID' and 'Password'. A 'Forgot Your User ID/Password?' link is below the password field. A blue 'LOG IN' button is at the bottom center. On the right side, there is a 'First Time User?' section with a 'REGISTER HERE' button and a 'Help Getting Started' link. At the bottom left, there are links for 'Privacy', 'Legal', and 'Requirements'. Callouts with lines pointing to these elements include: 'User Login tab' pointing to the 'User Login' tab; 'Enter your User ID and Password.' pointing to both the 'User ID' and 'Password' input fields; 'Click Log In.' pointing to the 'LOG IN' button; and 'Click Requirements to display browser and operating system requirements.' pointing to the 'Requirements' link at the bottom.



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Navigating Your Website

Now that you have logged into <https://workforcenow.adp.com>, finding important activities and information is easy. Use the menus and submenus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your personal information can be found under the Myself menu and submenu options. If you have issues on this page, contact your company administrator for assistance.

Note: Menus and submenu activities may vary based on your access privileges and company setup

Icons such as **Message Center**, **Calendar**, **Support**, and **Log Out** provide quick access to common information and tasks. To set preferences or view your profile, click on your name and select the link.

Click on a menu to access additional resources and work-related activities. You can switch to an expanded menu to view more options.

Your Home page displays important information in sections such as **Company Mission**, **Company Events**, **Forms** and **Quick Links**.

The screenshot displays the ADP Workforce Now user interface. At the top, there is a navigation bar with the ADP logo on the left and user information on the right, including a profile icon for ANTHONY ALBRIGHT and a dropdown menu with options for 'My Profile' and 'Preferences'. Below the navigation bar are several content sections: 'Company Mission' with a sub-menu for 'Personal Information' (including Employment, Pay, Time & Attendance, Time Off, Talent, and Benefits); 'Company News' featuring a headline about record earnings; 'Company Spotlight' highlighting a sales record for Mary Smith; 'Quick Links' for Pay Statement and Company Policies; 'Forms' for State Tax Forms and Benefits Forms; 'Company Events' with a headline about volunteer projects; and 'ADP News' with a mobile solutions promotion. A footer contains links for Privacy, Legal, Requirements, Product Feedback, and About.



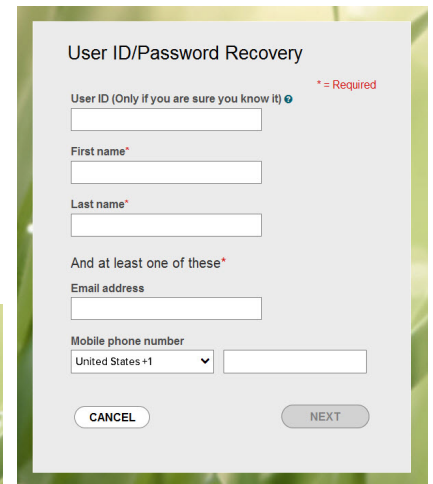
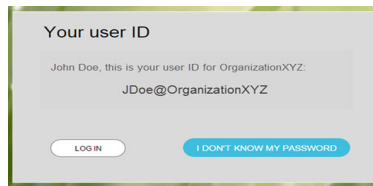
Need Help? Forgot Your User ID?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your User ID, you can use the **Forgot your User ID/Password?** link on your ADP service website to recover it. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter **First name** and **Last name** exactly as they exist in your organization’s records.
- 3 Enter an email address and/or mobile phone number associated with your account.
Note: For additional assistance, click the Help icon.
- 4 Click **Next** and follow the instructions on the site to recover your **User ID**.

Result: Upon successful verification of the information you entered, your User ID will be displayed.

- 5 Click **Log In** to access your ADP service
or
Click **I Don’t Know My Password** to reset your account password.



Need Help? Forgot Your Password?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your **Password**, you can use the **Forgot your User ID/Password?** link on your ADP service website to 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.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter your **User ID**.
- 3 Enter **First name** and **Last name** exactly as they exist in your organization’s records.
- 4 Enter an email address and/or mobile phone number associated with your account.

Note: For additional assistance, click the Help icon.

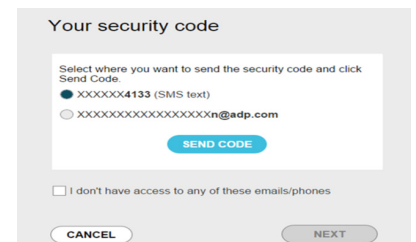
- 5 Click **Next**.
- 6 Select the reset method and click **Send Code**:

- Request temporary **Code** to be sent via email to your activated email address.
- Request temporary **Code** to be sent as a text message to your activated mobile phone number.

Note: If you have not yet activated your email address and/or your mobile phone number, the email and text message options will not be available to you. Select the **I don’t have access to this email address** checkbox and click **Next**. You will have to answer security questions to reset your password on the screen.

- 7 Retrieve the code sent to your email or phone and follow the instructions on the site to enter your new code within 15 minutes to reset your **Password**.

Note: If you are still unable to reset your **Password**, contact your company administrator for assistance.





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