
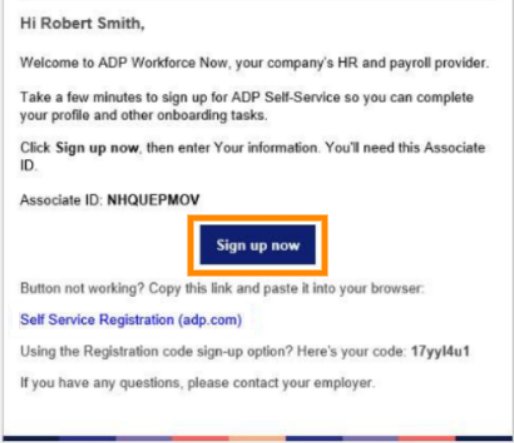

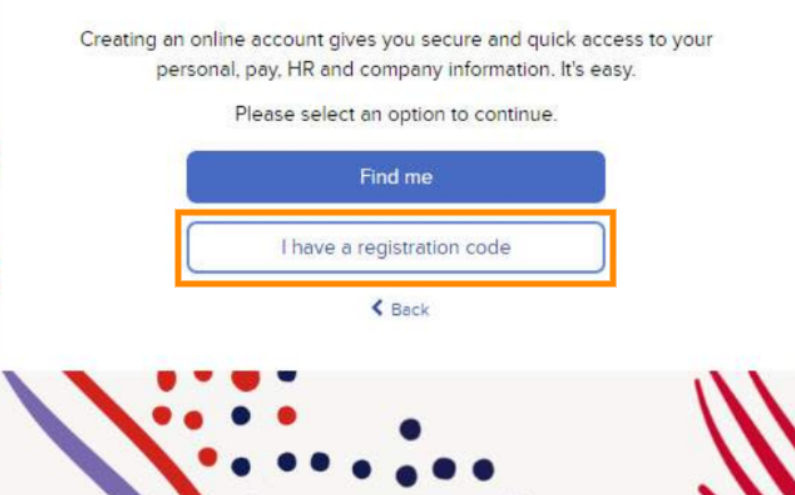

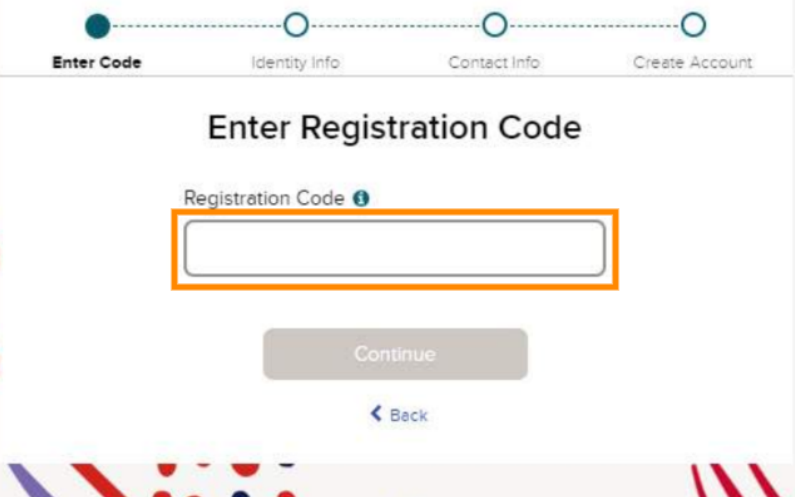


# | ADP - Register Your Account

<p>1</p> <p> To <b>Register Your Account in ADP</b>, first navigate to the email from ADP with the subject line, "Register for ADP Self-Service and complete your profile," and click <b>Sign up now</b>.</p>	 <p>Hi Robert Smith,</p> <p>Welcome to ADP Workforce Now, your company's HR and payroll provider.</p> <p>Take a few minutes to sign up for ADP Self-Service so you can complete your profile and other onboarding tasks.</p> <p>Click <b>Sign up now</b>, then enter Your information. You'll need this Associate ID.</p> <p>Associate ID: NHQUEPMOV</p> <p><b>Sign up now</b></p> <p>Button not working? Copy this link and paste it into your browser: <a href="#">Self Service Registration (adp.com)</a></p> <p>Using the Registration code sign-up option? Here's your code: 17yy14u1</p> <p>If you have any questions, please contact your employer.</p>
<p>2</p> <p> Click <b>I have a registration code</b>.</p>	 <p>Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.</p> <p>Please select an option to continue.</p> <p><b>Find me</b></p> <p><b>I have a registration code</b></p> <p><a href="#">Back</a></p>
<p>3</p> <p> You should have received a second email from ADP with the subject line "Here's the code to register your ADP account." Enter the code in the <b>Registration Code</b> field.</p>	 <p>Enter Code   Identity Info   Contact Info   Create Account</p> <h3>Enter Registration Code</h3> <p>Registration Code ⓘ</p> <p><b>Registration Code</b></p> <p><b>Continue</b></p> <p><a href="#">Back</a></p>

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Type in your First and Last Name and click the **Associate ID** toggle. Type in the unique Associate ID you received in the "Register for ADP Self Service" email. Click **Continue**.

The screenshot shows a registration window titled "Let's Get Started" with a progress bar at the top. The progress bar has four steps: "Enter Code", "Identity Info", "Contact Info", and "Create Account". The "Identity Info" step is currently active and highlighted with an orange box. Below the progress bar, the text reads "First, we'll need some information to create your account with Client [redacted]". The form includes the following fields:

- First Name \*
- Last Name \*
- Associate ID
-

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**Primary and Backup Contact Information** should be completed in order to help gain access to your account if your login information is lost or compromised. Click **Continue** at the bottom.

Enter Code Identity Info **Contact Info** Create Account

### Help Us Protect Your Account

**Primary Contact Information** Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email\*

Personal

Phone

Personal, Other CA+ -1

**Backup Contact Information** Add additional email/phone where you can be reached.

Email

Work

Phone

Work, Mobile US+ -1

[Add new phone](#)

Continue

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Next, create your **User ID** and **Password**. Be sure to create a strong password and store it in a secure location. After you've read through and agreed to the Terms & Conditions, click **Create your account**.

Let's set up the login information for your account with Client [redacted]

Create UserID \*

Create Password \*

Strong (Add an uppercase letter to strengthen)

Confirm Password \*

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

# ADP - Register Your Account



Finally, in order to protect your account, you will need to create three security questions and answers to verify your identity. Once your questions and answers have been created, click **Continue**.

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Enter Code Identity Info Contact Info Create Account

### Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1\*

Please Select

Answer 1

Question 2\*

Please Select

Answer 2

Question 3\*

Please Select

Answer 3

Continue



Click **Sign in now** to sign in to ADP.

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## Account Created! Please Sign In.

User ID: robersmith876

You can now sign into **ADP Workforce Now** to access and manage your account.

Sign in now

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store GET IT ON Google Play

# | ADP - Register Your Account

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And that's it! You've **Registered Your Account in ADP.**



**Account Created! Please Sign In.**

User ID: `robersmith876` 

You can now sign into **ADP Workforce Now** to access and manage your



Scan to go to the interactive player