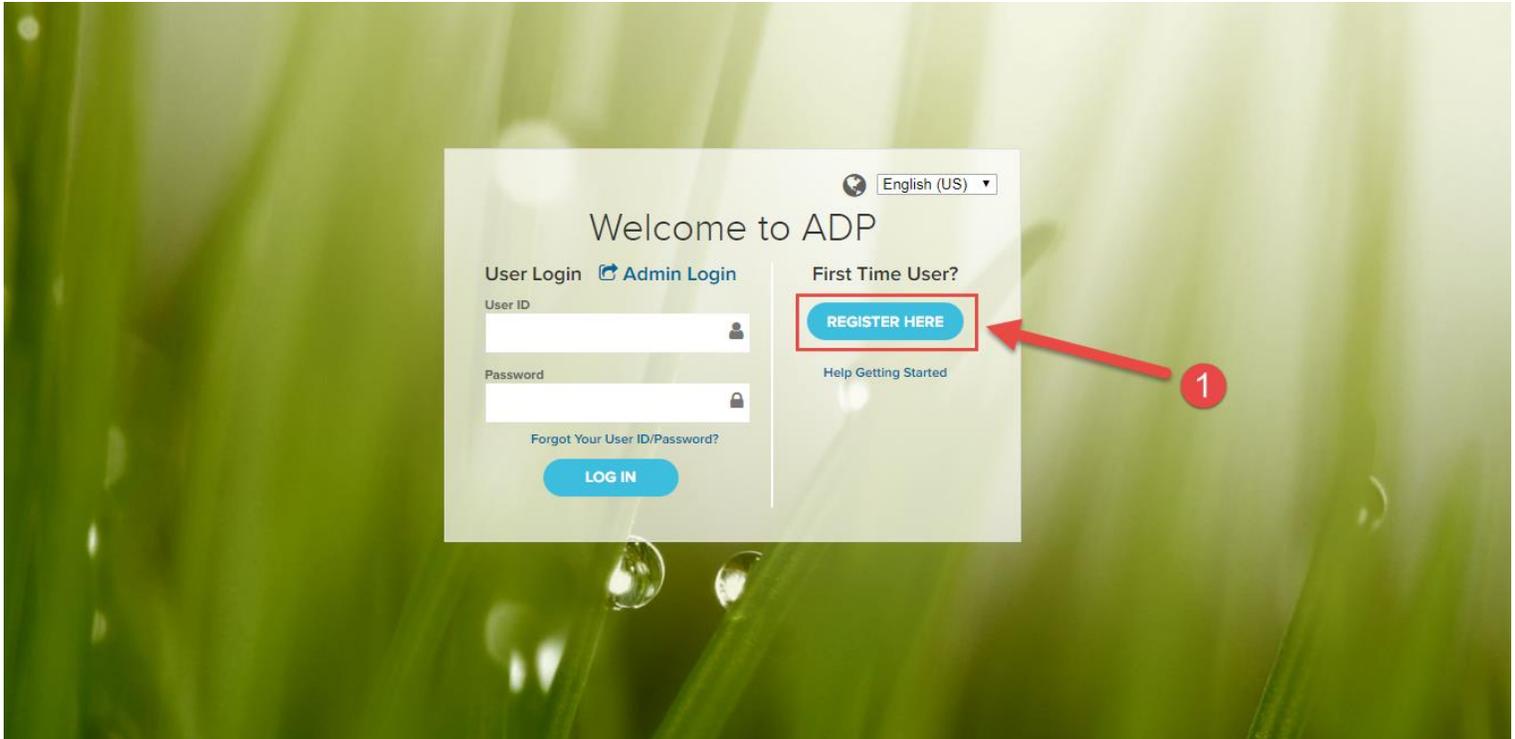
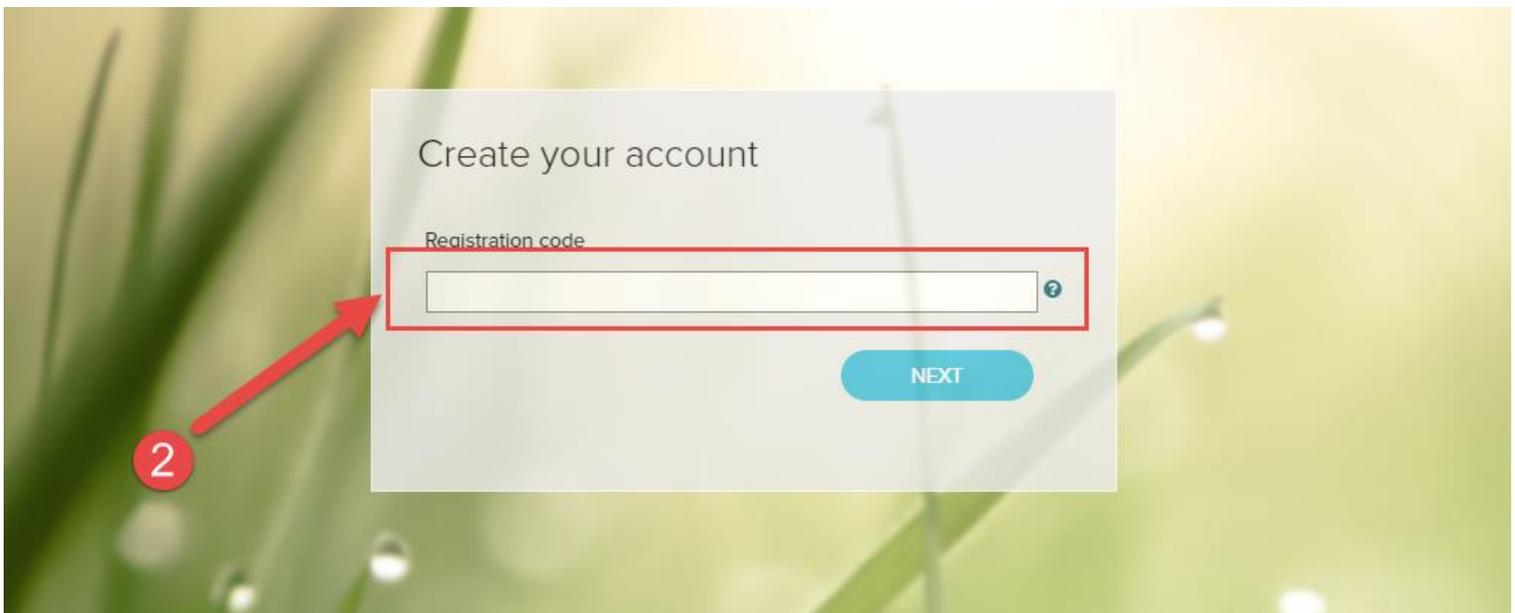


## Employee Registration Guide



1. Go into [workforcenow.adp.com](https://workforcenow.adp.com) and click on **Register Here**.



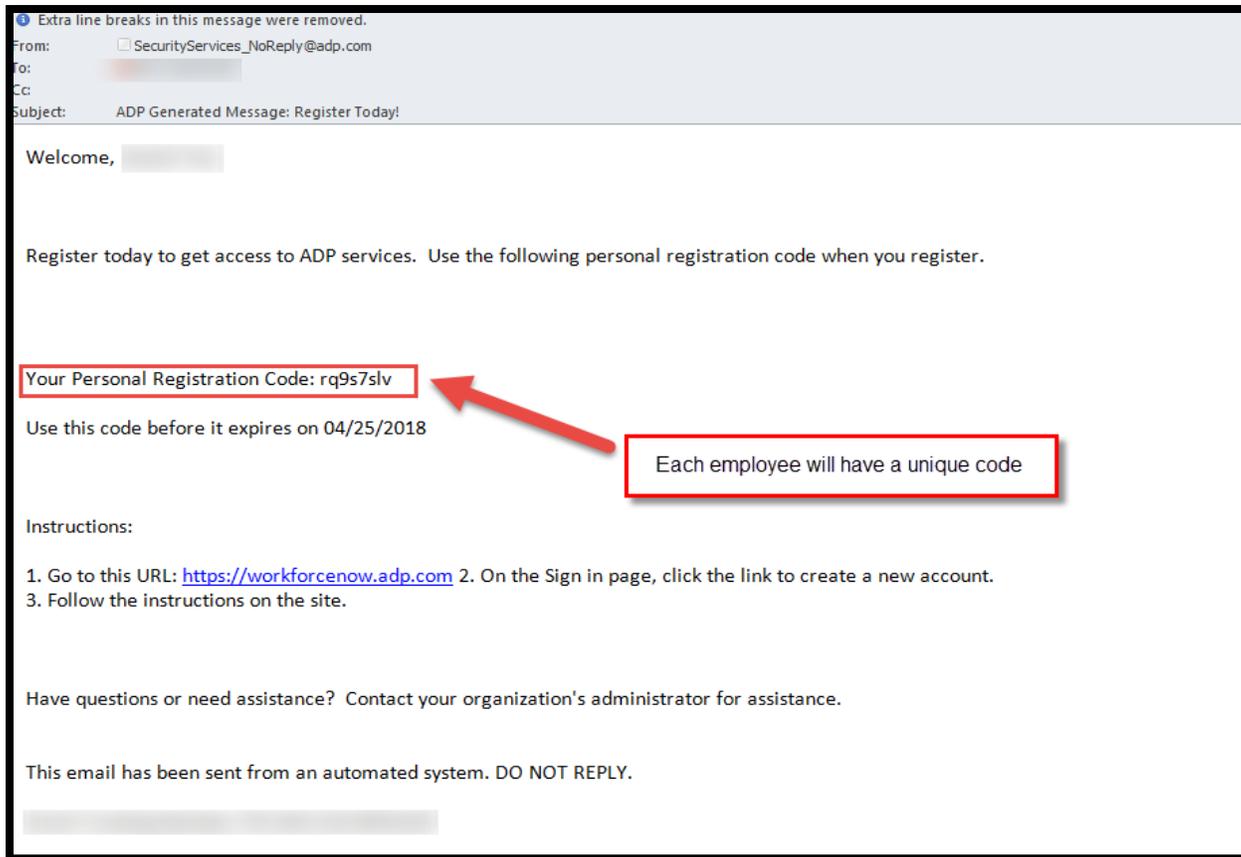
2. Enter the Personal Registration Code (PRC) that you have received in your email.\*\*\*

# Registration Quick Reference Guide for Employee/Associates



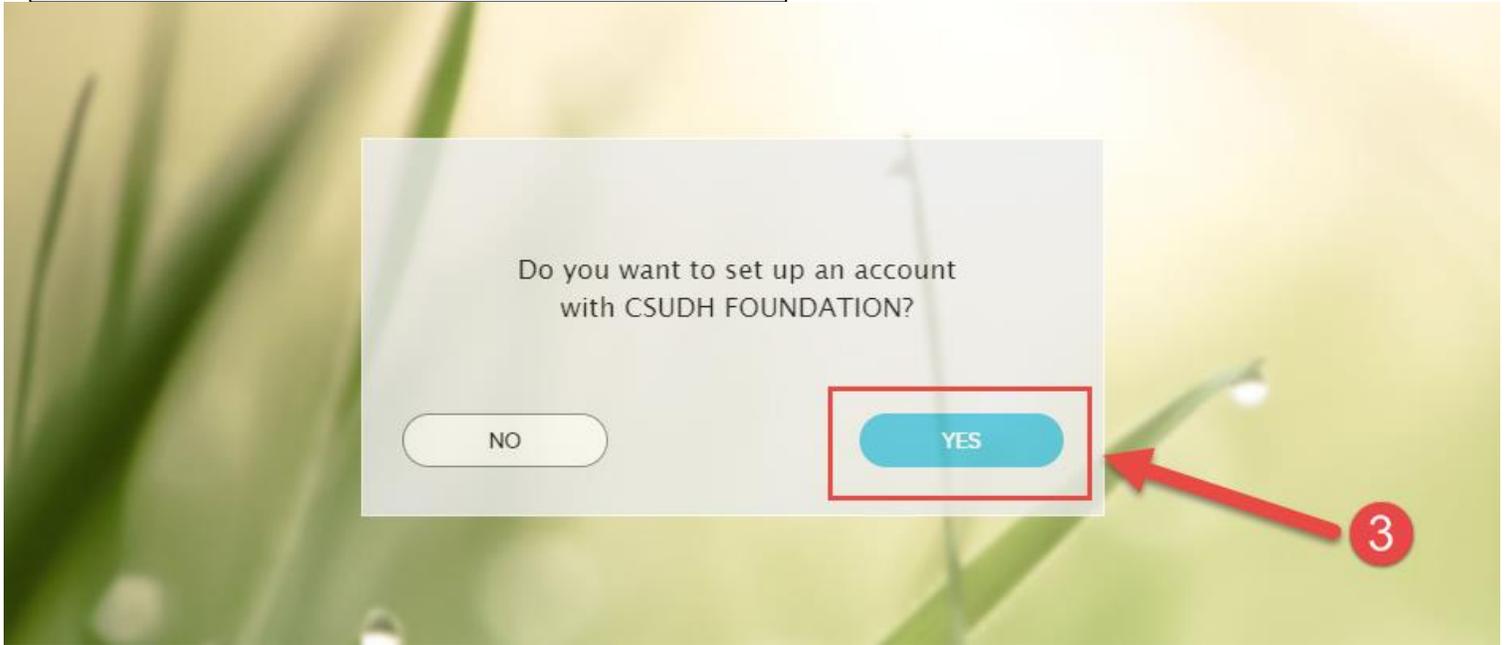
**\*\*\*Sample of email you will receive:**

**Initially all employees will receive a registration code from Foundation Human Resources through 8/31/18.**

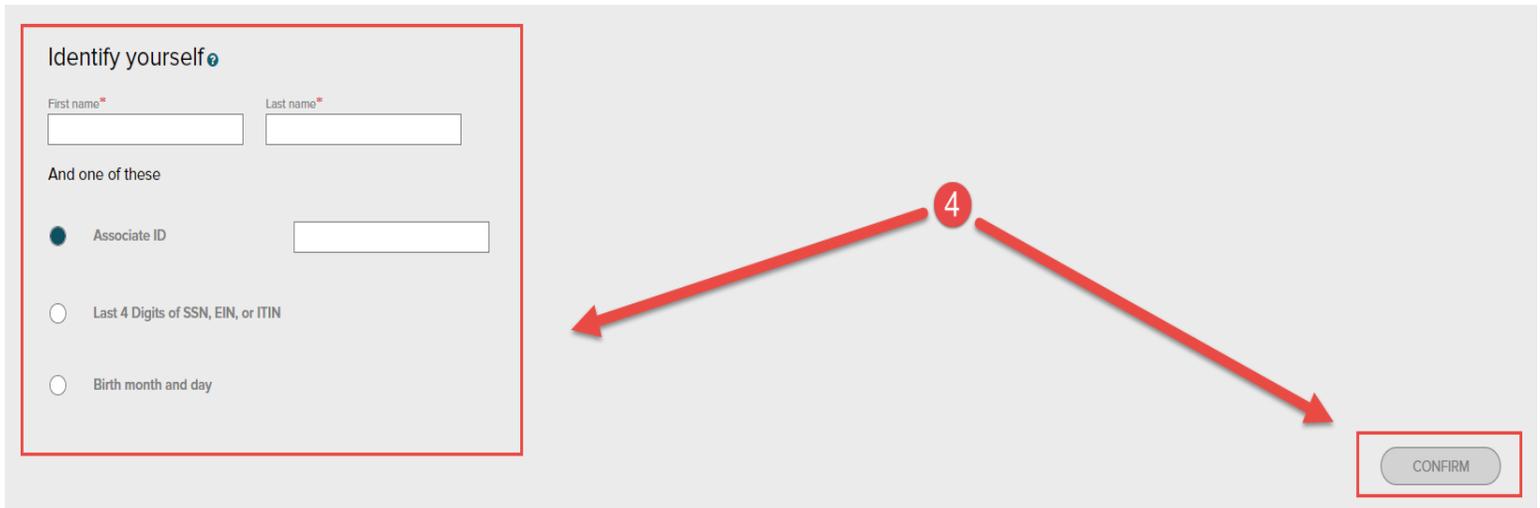


Your employer will notify you when you will receive this email and code. If you have not received the email, please notify your employer and they will coordinate with their ADP representative to send you a new code.

For any issues that you may encounter during the registration process, please reach out to your manager. They will coordinate with ADP to ensure the completion of your registration.



3. Click **YES** to begin the registration process.



4. Enter your First/Last Name and one of the following options:

- a. Associate ID
- b. Last 4 Digits of SSN
- c. Birth Month and Day



# Registration Quick Reference Guide for Employee/Associates



Create your user ID and password

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

User ID\*  CHECK AVAILABILITY

Password (case sensitive)\*   Show password

Confirm password (case sensitive)\*   Show password

Select security questions and answers

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

Question 1\*

Question 2\*

Question 3\*

Accept Terms and Conditions  I have read and agree to the EMPLOYEE ACCESS TERMS AND CONDITIONS.

REGISTER NOW

7. Create and enter a User ID and Password for your login. Enter security questions and answers to each, and then click on the checkbox to agree to the terms and conditions.

**\*\*\*If you encounter any error messages after completing this setup, please contact your ADP representative to assist you. The User ID is the most common reason for setup errors, so click on the CHECK AVAILABILITY button to check User ID compatibility.\*\*\***

# Registration Quick Reference Guide for Employee/Associates



✔ Congratulations! Your registration is complete!

## Your account

👤 Your user ID: [REDACTED]

📁 Your available ADP services:

ADP WORKFORCE NOW

LEARNADP

## Activate your email<sup>®</sup>

⚠️ Activate your email address within 24 hours by responding to the message sent to you:



**ADP® Mobile Solutions**  
All of the conveniences  
of your office.  
Anytime. Anywhere.

Download the free app or log in from your  
mobile browser:



[mobile.adp.com](http://mobile.adp.com)

SEE ADP MOBILE SOLUTIONS ELIGIBILITY REQUIREMENTS AND SUPPORTED DEVICES.

8. Registration is now complete! Activate your email address by responding to the ADP email sent to your inbox. Download the ADP mobile app in the App store (Iphone) or Google play store (Android) or go into [mobile.adp.com](http://mobile.adp.com) on your mobile device.