Registration Quick Reference Guide for Employee/Associates



Employee Registration Guide

English (US) 🔹	
Welcome to ADP	
User Login C Admin Login User ID Password Forgot Your User ID/Password?	-0

1. Go into workforcenow.adp.com and click on Register Here.

1			
	Create your account		
	Registration code	e	
		NEXT	1
2			

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



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***Sample of email you will receive:

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

Extra line breaks in this message were removed.					
From:	SecurityServices_NoReply@adp.com				
Fo:					
Ca					
Subject:	ADP Generated Message: Register Today!				
Welcome					
Register t	Register today to get access to ADP services. Use the following personal registration code when you register.				
Your Pers	onal Registration Code: rq9s7slv				
Use this c	ode before it expires on 04/25/2018				
	Each employee will have a unique code				
Instructio	ns:				
 Go to this URL: <u>https://workforcenow.adp.com</u> On the Sign in page, click the link to create a new account. Follow the instructions on the site. 					
Have questions or need assistance? Contact your organization's administrator for assistance.					
This email has been sent from an automated system. DO NOT REPLY.					

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.



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Do you want to with CSUDH	set up an account FOUNDATION?	
NO	YES	
		3

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

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/	=	-	a i	2	
-		-	-		

Identify yourself	
And one of these	
Associate ID	4
Last 4 Digits of SSN, EIN, or ITIN	
Birth month and day	
	CONFIRM

- 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 Ref	erence	Guide	for
				-
Employee/A	ssociates			



Identify yourself @

First name* Last nam	e*	
And one of these		
Associate ID		
Last 4 Digits of SSN, EIN, or ITIN		
		Hello,
Birth month and day	5	If this is you, select Register Now. If this is not you, select Cancel and check your entries.
		Need help? Contact, reanization's administrator for assistance.
		CANCEL

5. Select Register Now to proceed with the information population.

ADP .	
Enter your contact information To avoid answering your security questions during your next password reset, you can: Enter an email address and phone number that are not shared with others. Authorize ADP to send you text messages about your account.	×
Enter your email address(es)* Primary email address (used for notifications)* Business Personal	
Secondary email address O Business Personal	6
And at least one phone number* Primary mobile phone number (recommended) Country code Personal Personal	
Alternate number	
It's UK to text me about my account 👽	NEXT

6. Enter your email address and your primary phone number for contact.





Create your user ID and password	
Memorize your user ID and password now, so you remember them later.	×
User ID* CHECK AVAILABILITY	
Confirm password (case sensitive)*	
Select security questions and answers o	
Use answers to your security questions that you can easily remember later.	×
Guestion 1 [#] Select one ✓	
Question 2* Select one	
Question 3*	7
Select one	
Accept 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 æ Congratulations! Your registration is complete! Activate your email[®] Your account Sour user ID: A Activate your email address within 24 hours by responding to the message sen to you: Your available ADP services: \sim ADP WORKFORCE NOW LEARNADP ADP® Mobile Solutions Download the free app or log in from you All of the conveniences of your office. App Store Anytime. Anywhere. Soogle pla 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 on your mobile device.

