

Self Service Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services.

Before you register, your administrator will provide you with the following information:

- Your company's Registration pass code

Open your company's ADP Workforce Now™ web site (<https://portal.adp.com>) and click **First Time Users Register Here**.

ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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Click **Register now.**

ADP

Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started?

Already Registered?

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Do you already have an ADP user ID in the following format: JSmith@Company?
If so, you are already registered for ADP services.

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Enter your Registration pass code and click **Next.**

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Verify Your Identity

- 1) Gain access to your **2011 W-2** via **Ultipro** in order to obtain the information required below. Our Ultipro link is currently <http://n21.ultipro.com>
- 2) Please use the **Form W-2** option in section **B** of the screen below **"Select a Document"**:
- 3) Fill in your details.
- 4) For **Control Number (Box d)**: enter **00000 000000** << Ultipro's W-2 does not have a box d, hence the 000's
- 5) Click **Next**

Register for ADP Services - Windows Internet Explorer

https://netsecure.adp.com/pages/pub/ccmain.jsp Automatic Data Processing, Inc [US] 4shared.com Customized Web Search

File Edit View Favorites Tools Help

Citrix Online Register for ADP Services

ADP Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code

2. Verify Your Identity

3. Enter Your Contact Information

4. Enter Your Security Information

5. View Your User ID & Create Your Password

6. Confirmation

Verify Your Identity

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

A. Select a Service

Service: ▶ ADP Portal

B. Select a Document

You can use personal information from one of the following documents to verify your identity. Have the document available and select which one you want to use.

Pay Statement/Earnings Statement

Form W-2

C. Major Accounts Portal Information

I want to verify my identity using:

Social Security Number (SSN)

Your SSN is used to identify you during the account creation process; ADP does not share your personal information collected through this site with any third-party vendor.

First Name: ▶ John

Last Name: ▶ Doe

SSN: ▶ (Nine digits, any format.)

Confirm SSN: ▶ (Nine digits, any format.)

Wages, Tips, Other Comp. (Box 1): ▶ 79999.99

Control Number (Box d): ▶ 00000 000000

Tax Year: ▶ 2011

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Sample Form W-2

Wages, Tips, Other Compensation	Social Security	Medicare	CO State Wages
79,999.99	15,599.99	3,949.99	79,999.99

Enter your e-mail address and click **Next**.

Your phone number is optional.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later. If you want to change your first or last name, please contact your administrator.

▶ = Required

First Name: ▶ John
Middle Initial: ▶
Last Name: ▶ Doe

Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)
Confirm E-Mail: ▶
Phone: ▶ (Area code and number in any format. Use "Ext. " to indicate extension, if applicable.)

Next **Cancel**

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ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 4 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Enter Your Security Information
For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity.

Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth: ▶

Birth Month and Day: ▶ (Month) ▶ (Day)

Select a question from the list and enter your answer.

Security Question 1: ▶

Answer 1: ▶

Select a different question from the list and enter your answer.

Security Question 2: ▶

Answer 2: ▶

Next **Cancel**

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Enter your place of birth.

Note: You will only be asked for this information if it has not been previously provided to ADP.

Select your security questions, enter your answers, and then click **Next**.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. Answers to security questions must be at least six characters in length.

You should make a note of your answers and keep them in a safe place.

ADP

Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information

5. View Your ADP Services User ID & Create Your Password

6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.
Note: Your user ID is not case-sensitive.
User ID: jdoe@debnew50

Create Your ADP Services Password
Passwords must be at least 8 characters long and must contain at least 1 letter and 1 number. Your password may also contain these five special characters (-!@#%). Passwords are case sensitive.
Note: Your password is case sensitive.
▶ = Required

Create Password: ▶ (Example: Password01)

Confirm Password: ▶

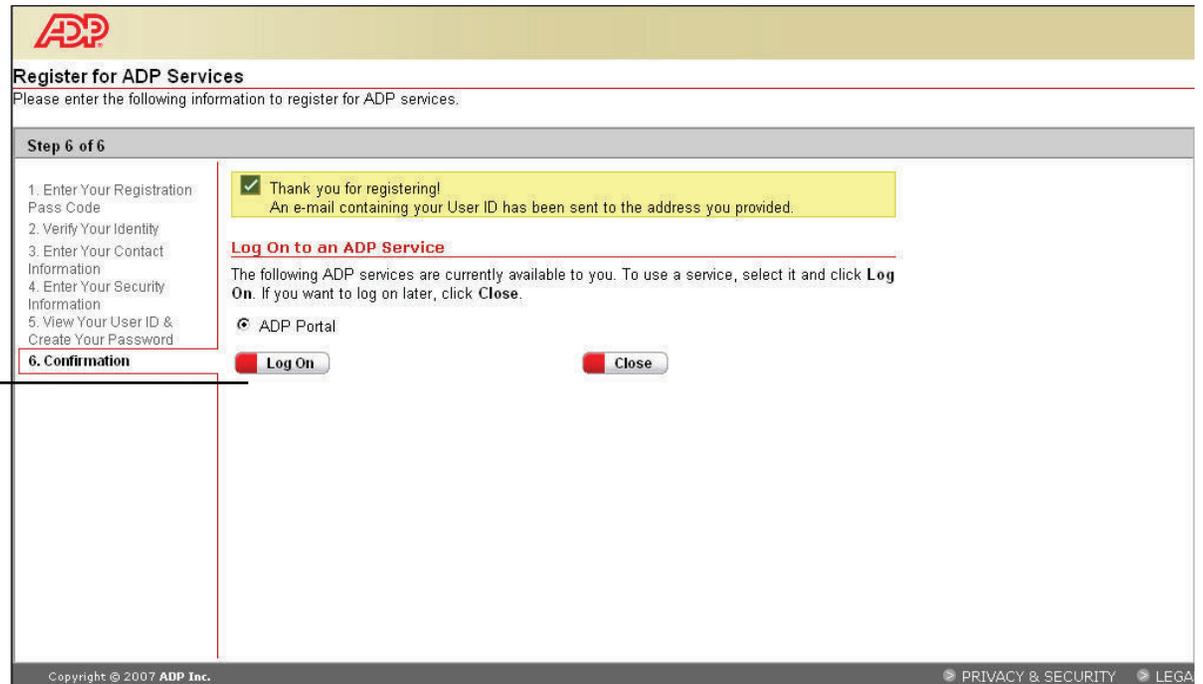
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Your user ID is displayed.

Create your password and click **Submit**.

Important: You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP services.

Select **ADP Portal** and click **Log On** to access the ADP Workforce Now website.



What to Do Next:

On the ADP Workforce Now log in page (<https://portal.adp.com>) click , then enter your *newly acquired ADP Services User ID* and **password**.