Registration

1

You will receive an email from ADP inviting you to register for the system. The email will come from SecurityServices_noreply@adp.com. Please watch your junk email for this ADP email.

Sample Registration E-mail

Welcome

This is one of two emails that you'll need in order to complete your registration with Workforce Now and access ADP services.

After you enter your Personal Registration Code (provided in a separate email), select the AssociateID option and enter the AssociateID provided below.

Your AssociateID: 9R0Z7JIVS

Instructions:

1. Go to https://workforcenow.adp.com

2. On the Login page, click the link to create a new account.

3. Follow the instructions on the site.

4. After you register successfully, log in at https://workforcenow.adp.com and complete your Prehire tasks.

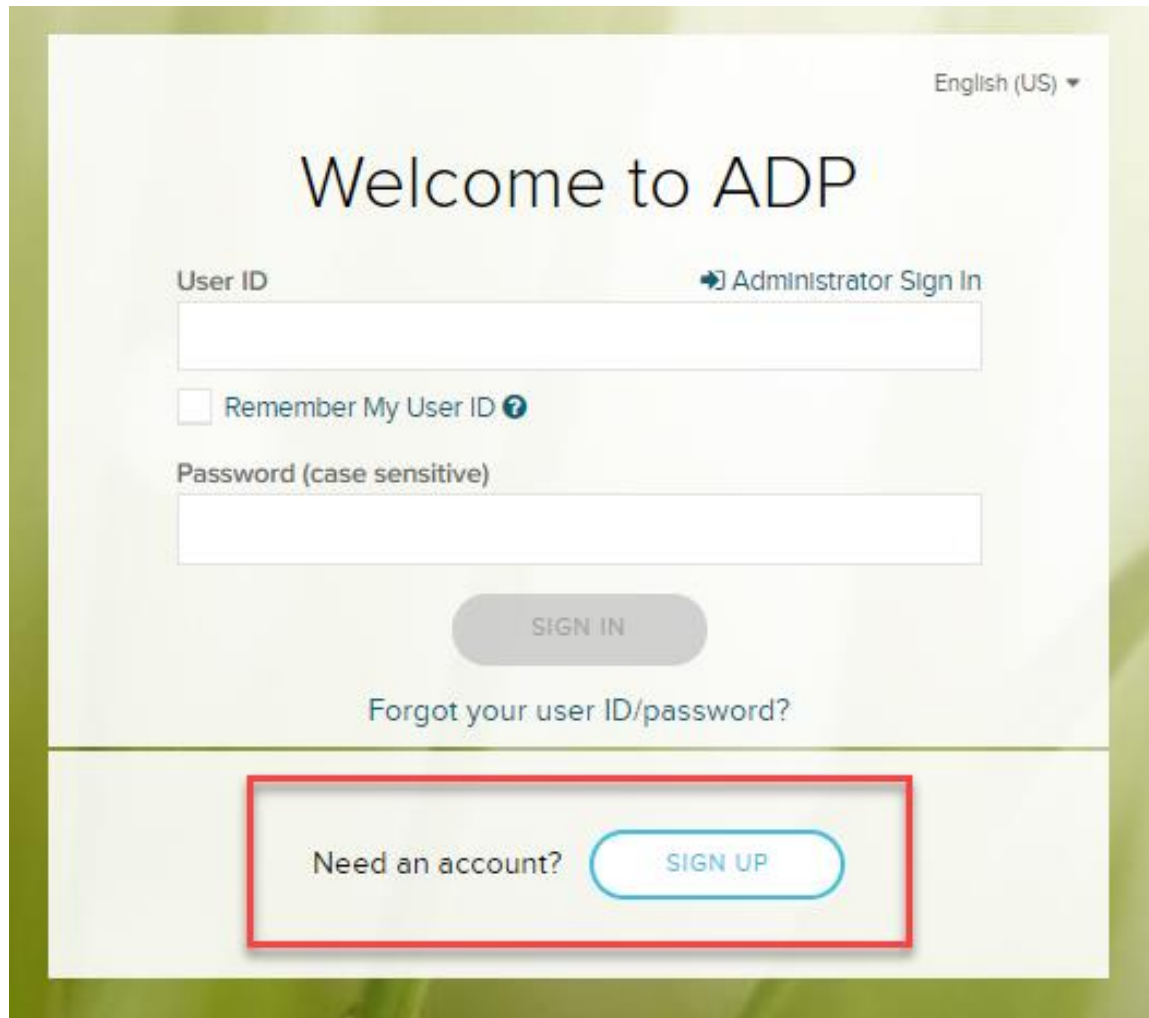Have questions or need help? Contact your organization's administrator.

This email has been sent from an automated system. DO NOT REPLY.

*All images and videos in this training presentation were taken of generic test records in a test system

Registration

2

Click the "Need an Account?" button at the bottom.

English (US) ▼

Welcome to ADP

User ID   ➔] Administrator Sign In

☐ Remember My User ID ❓
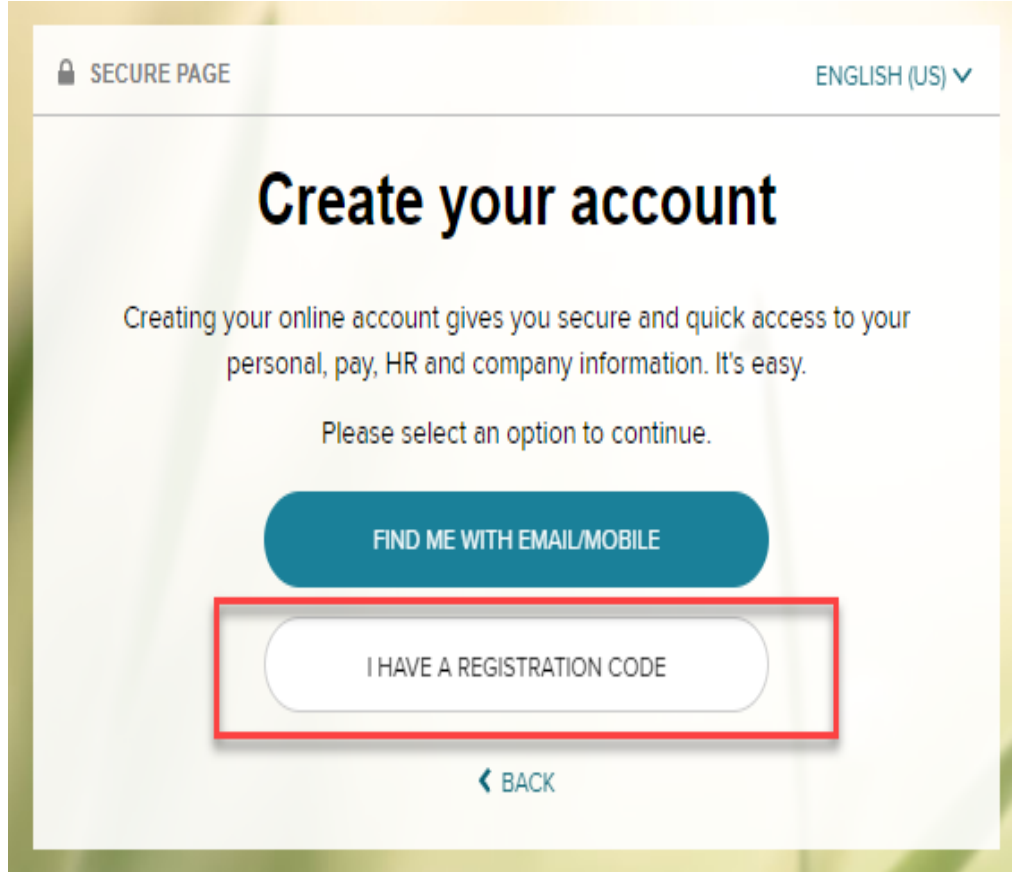
Password (case sensitive)

SIGN IN

Forgot your user ID/password?

Need an account?   SIGN UP

Registration

3

Next click "I have a registration code."
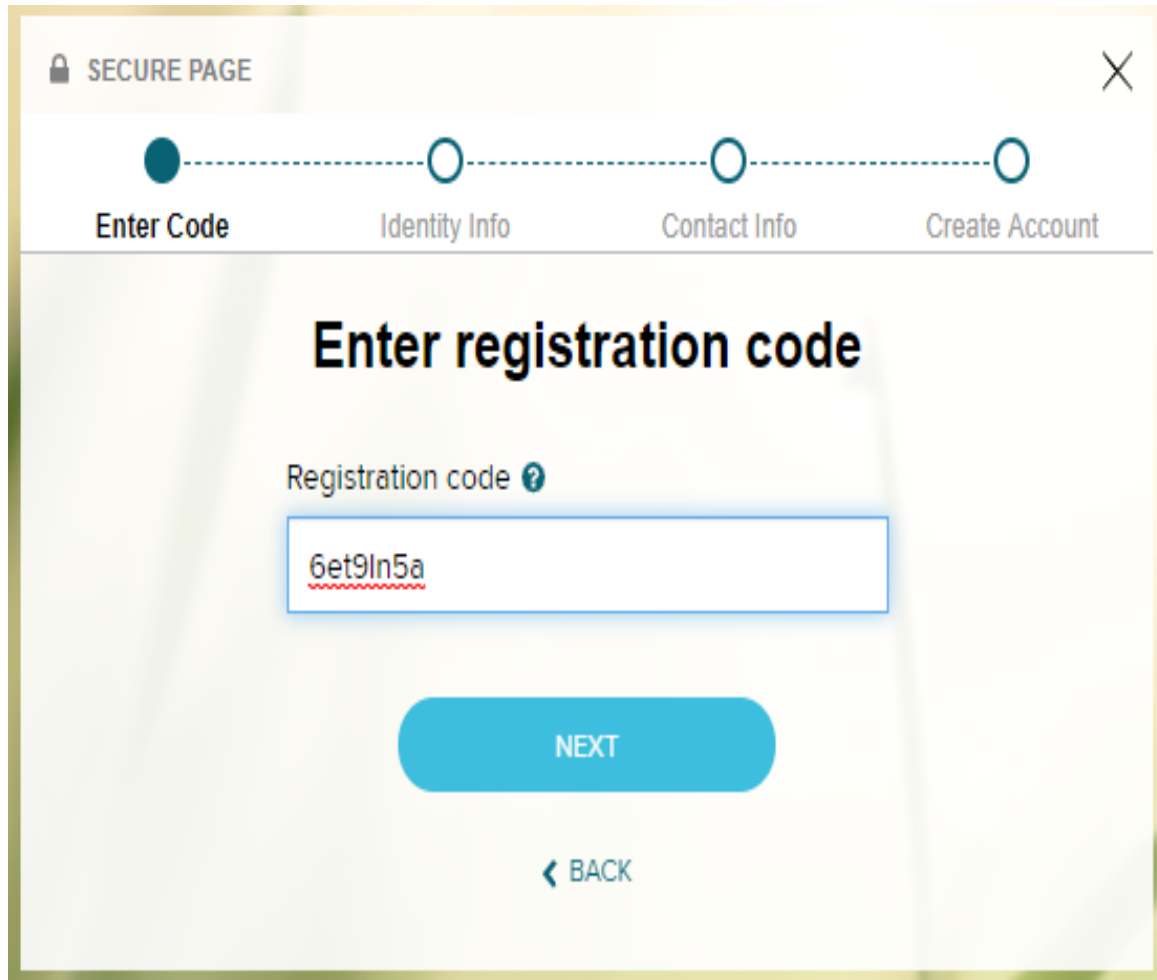
Note: Your website content may vary.

Registration

4

Enter the registration code, provided to you in an email from ADP.

This code will expire in 15 days. Contact NOWCCsupport@nowcc.org if your code has expired.

🔒 SECURE PAGE   ✕

Enter Code ———— Identity Info ———— Contact Info ———— Create Account

Enter registration code

Registration code ❓

```
6et9ln5a
```

NEXT

‹ BACK

Registration

5

Enter your Legal First and Last Name. Then click "Continue".

🔒 SECURE PAGE

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

Let's get started

First, we'll need your information so that we can create your account with **testIS0721**

First name * ❓
Advantage

Last name * ❓
Enrollee

⭕ Associate ID

CONTINUE

Note: Your website content may vary.
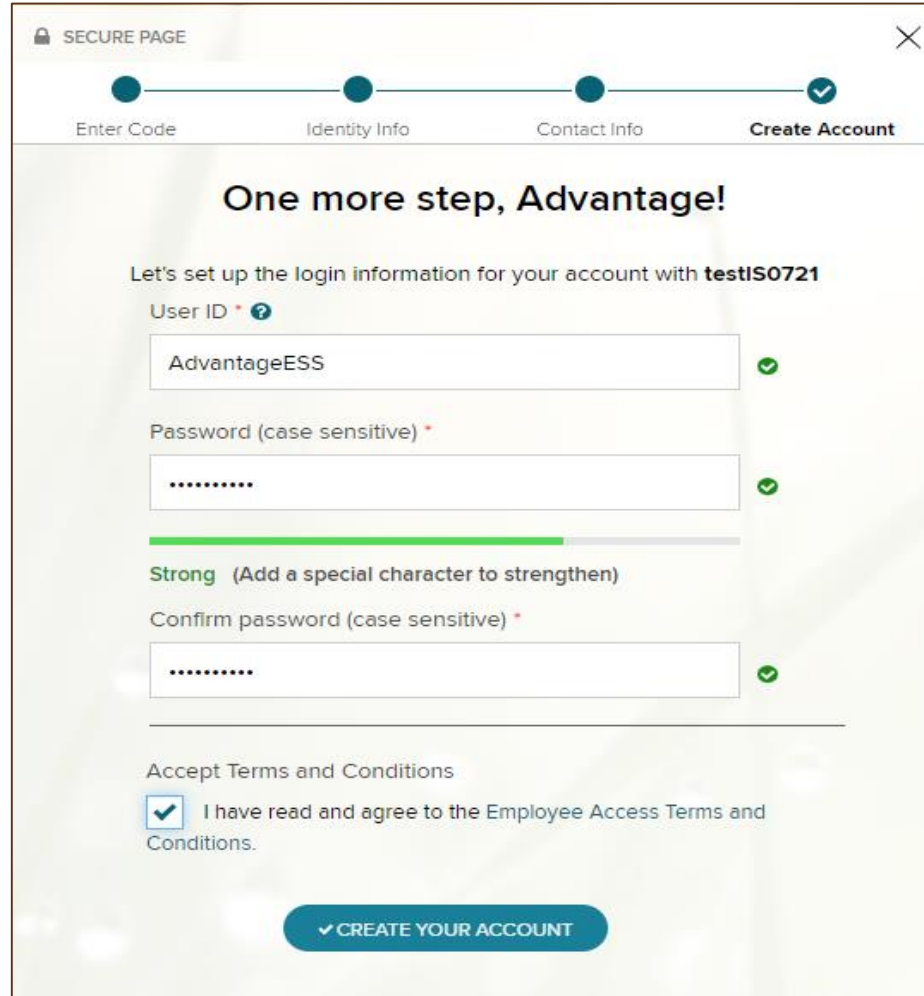
Registration

6

To protect your account, ADP will ask for you to provide your primary email address and phone number. We recommend using an email address that you regularly use (work or personal email, your choice).

🔒 SECURE PAGE   ✕

● Enter Code ——— ● Identity Info ——— ● **Contact Info** ----- ○ Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

| Work ⌄ | ██████████b.com |

Phone

| Personal, Mobile ⌄ | 🇺🇸 ⌄ | +1 |

➕ **ADD BACKUP CONTACT INFORMATION**

CONTINUE

Registration

7

You will need to create a User ID and Password to establish your account. Your new User ID can be an email address or any unique User ID.

Registration

8

You will be asked to select your 3 security questions and provide the answers. Security questions and your answers are necessary if you forget your password to allow ADP to recover your password.
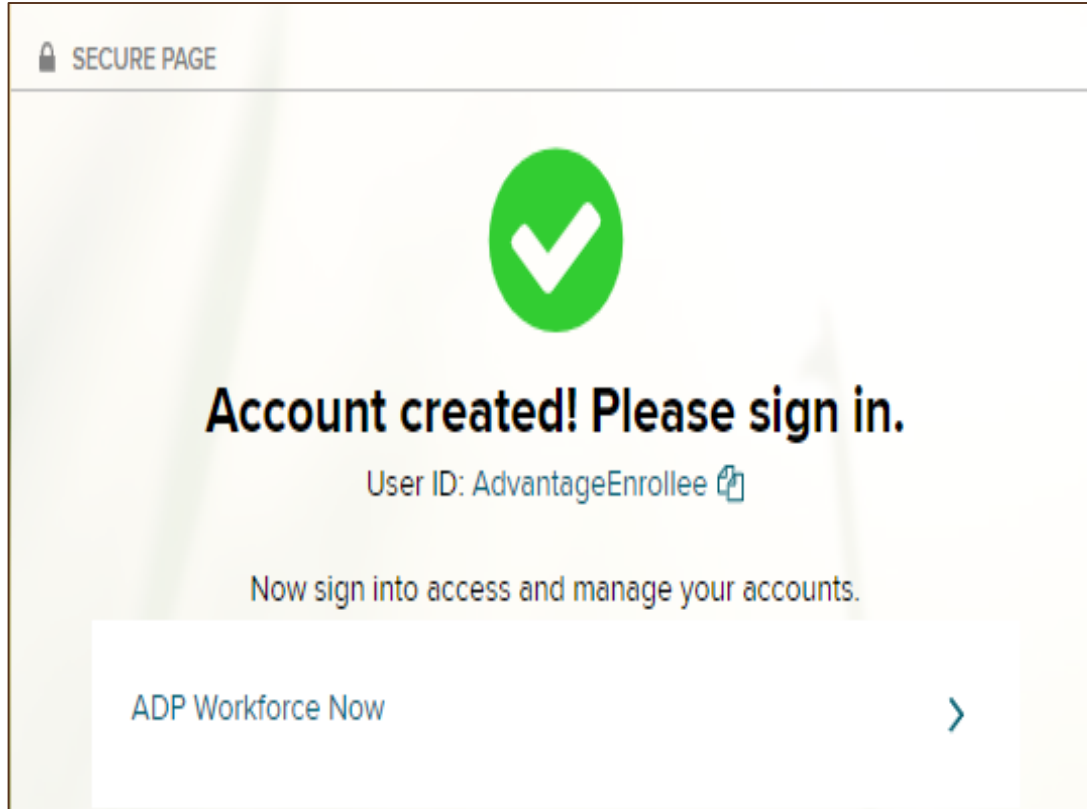**Answers are case sensitive.**

Registration

9

Congratulations! You have registered for your new account in ADP

Registration

10

Confirmation email from ADP that you have registered you new UserID.

Thank you for setting up your account with ADP. We look forward to providing you with the best service.

Your User ID: AdvantageEnrollee

To access an ADP service, click on a link below:

ADP Workforce Now: https://Workforcenow.adp.com/public/index.htm