

# General Information

## Getting Started

Complete the registration process to create your user ID and a unique password to access your ADP services. Once registered, you can access your personal account information online at anytime to:

- Enroll in or change benefits information
- Make changes related to life events such as marriage, moving, birth of a child
- View pay statements and W-2 information
- Change W-4 tax information
- Set up direct deposit
- Manage your 401(K) and retirement accounts
- Update your contact information

Use online tools such as retirement planners or payroll calculators

## Designating Your Browser Settings

The internet browser and operating system you are able to use may vary based on the ADP service your company is using. For more information, refer to Requirements on the login page.

ADP recommends the following security settings to secure your personal information and to optimize the viewing of your information:

- [Microsoft® Internet Explorer®](#)
- [Mozilla™ Firefox®](#)
- [Apple® Safari®](#)
- [Google Chrome™](#)

Follow the recommendations to prevent historical files of your pay statement, annual statements, and other personal identity information from being stored on your computer.

## Registering for ADP Services (Employees)

Before you begin, make sure you have received the registration code from your company administrator or ADP. If you do not have the registration code, contact your company administrator.

Refer to the Self Service Registration Quick Reference card in the [Microsoft Word](#) or [Adobe PDF format](#) for additional information.

To register, do the following.

1. From the Login Page, select **First Time User? > Register Here.**
2. Begin Registration.
3. Verify Identity.
4. Get User ID and Password.
5. Select Security Questions and Answers.
6. Enter Contact Information.
7. Enter Activation Code.
8. Review and Submit your information.

**Note:** Once registered, you can log on and manage your account information to keep it accurate.

9. Click **Log In** to access your ADP services..

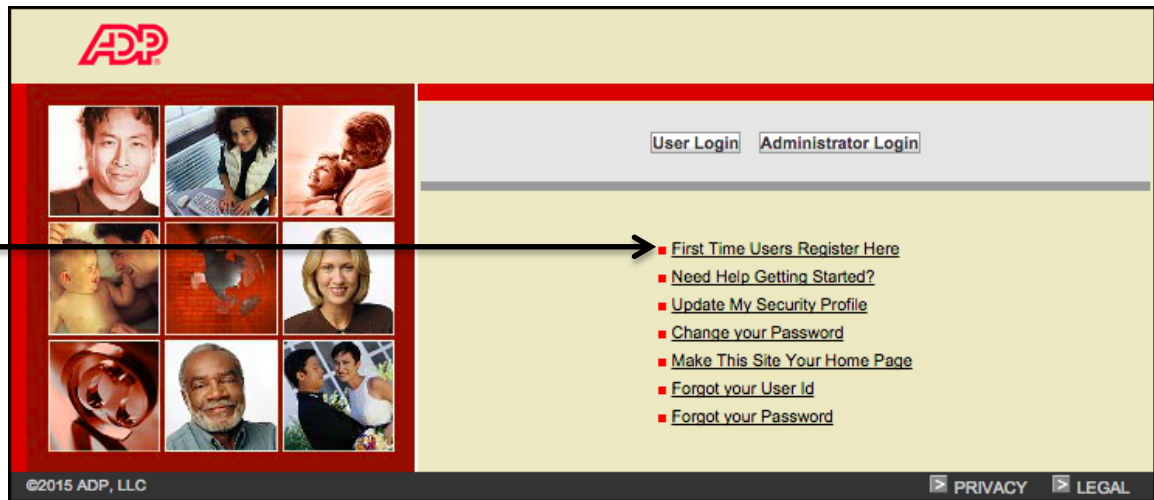
# Illustrated Instructions

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.

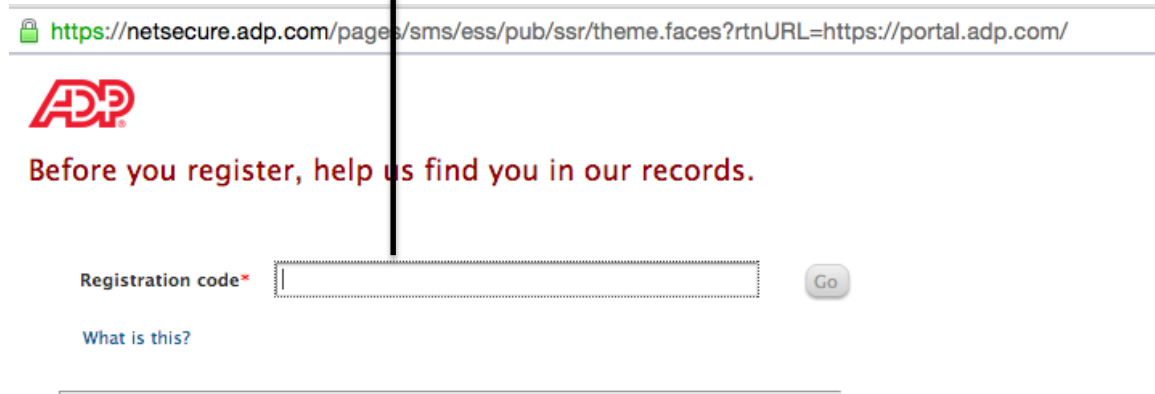
During registration, you will be assigned a user ID and you will create a unique password. Then you'll be ready to log on and start using ADP services. Before you register, take note of the registration pass code. *f*

- Your company's Registration pass code: **IHWC-1234**


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



This window will now display on your computer, write in your company's registration pass code **IHWC-1234**



<https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtnURL=https://portal.adp.com/>

 ADP

Before you register, help us find you in our records.

Registration code\*

[What is this?](#)

You'll see this window, you have to fill the mandatory information so you can continue with the process. The mandatory information is your first name, last name, registration code (which was given to you), an Associate ID(If you have one, if not, the last 4 of your SSN, EIN or ITIN) and Birth month, day and year.

<https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtnURL=https://portal.adp.com/>



Before you register, help us find you in our records.

Registration code\*

What is this?

In Home We Care

First name\*

Last name\*

Select either Associate ID or SSN/EIN/ITIN\*

Associate ID

Last 4 Digits of SSN, EIN, or ITIN

Type it again

Birth month, day, and year\*  /  /