

Employee Registration Steps for ADP WorkForce Now Access

Prechecks

- 1- Use your proper name as found on your pay statement
- 2- Use your own unique email address (not shared - best to use personal email)
- 3- Must be able to access that email during this process (on the PC or via SmartPhone)

Registration

- 1- On a PC system, open the browser of choice.
- 2- Go to the web site.... <https://workforcenow.adp.com> (save this 'exact' link for future visits)
- 3- Site says "Welcome to ADP". On right side, click 'Register Here'.
- 4- Key in the Company Registration code of **RONEMED-1234** and click 'Next'.
- 5- Screen says... "Do you want to setup an account with **RONEMED-1234**, click 'Yes'.
- 6- On Identify yourself, key your proper First and Last name, then Select and Key the last 4 digits of your SSN and Birthday.
- 7- Click "I am not a robot" and a window with small photos open. Select the correct pictures and click 'Verify' then 'Confirm'.
- 8- On contact information, key in your unique email address (suggest personal).
Optional, provide your Mobile number for 'text' notices (not required).
- 9- Create a unique 'User ID' for ADP. Avoid using an email address or silly nicknames.
It is not CASE sensitive.
- 10- Create a password to use in ADP. Avoid using the same one you have in other systems. It 'IS' case sensitive.
- 11- On Security Questions, click the drop down on the first and review the options. Pick 3 different questions that have different answers.
Answers should not have any variations, must be spelled the same every time (i.e.: Becky vs Rebecca, St. Paul vs Saint Paul).
- 12- Click 'Register Now'. The next screen should say Congratulations. Your Account is now created.
- 13- IF... on the right side of this screen you have an option to Activate your Email/Phone. Click the link to activate your email.
If so, an email/text is sent to you immediate. Look for it and follow the steps in that message to validate .
- 14- Close this browser (not just the tab) and wait 30 seconds.
- 15- Open fresh browser (not just a new tab) and go back to the above ADP web site.
- 16- Select the 'User Login' option and key your ID and Password, and login to ADP.
- 17- Look around the system, then go to the 'Myself' tab and go to 'Pay Statements' and click a couple Pay Dates to open and review.
- 18- When done, always "logout" of any site you login to, like this one, and also immediately Close the browser not just the tab.
- 19- Tomorrow (waiting overnight), login in again to test your access again and practice.
After that 2nd test, you are done.