

ADP Registration Instructions

ADP's Electronic Access Registration and Login Details

All employees will use the URL: <https://workforcenow.adp.com/public/index.htm>

First Time Self-Registration:

1. Click **Create Account**
2. Select **Find Me**
3. Enter an **email address or mobile number** that you provided with your employment application. To verify your record, enter your **government-issued legal ID (SSN, EIN OR ITIN - US ONLY)**
4. Enter the verification code sent to your email address or mobile number available on record (You can also enter a new phone number for identity verification)
5. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed
6. Continue by creating an ADP User ID and Password following the prompts on the screen

Critical Information:

- Please make note of your ADP user ID: _____
- You will need this ID when logging into the ADP WorkForce Now system

Completing the Required Information:

- Log into ADP Workforce Now
- Please review/verify your tax withholding information: **Myself - Pay - Tax Withholdings**
- Please enter and set up your Direct Deposit: **Myself - Pay - Payment Options**
 - **NOTE:** Direct deposit entries may take one pay cycle to complete the electronic verification with your bank. Because of this, your first pay may be a paper check. If you have questions about your pay after completing the steps above, please contact the payroll department: payroll@sjcme.edu
- Please review/enter your Emergency Contact Information as well as your preferred or chosen name: **Myself - My Information - Profile**

Continued Use of ADP WorkForce Now:

- **Functions/Features available:**
 - Personal Information
 - Pay Statements
 - Time and Attendance
 - Tax Statements
 - Time Off Requesting (for those who are eligible for this benefit)

Set Up Notification of New Pay Statements (optional):

To reduce paperwork, the College uses paperless pay statements. After you have set up your Direct Deposit, your pay statement will be completely online. You can set up a notification within the ADP system to alert you of a new pay statement. Click **Myself – Pay – Pay Statements**. Scroll to the bottom of the screen to the **Go Paperless** box. Click the link and follow the instructions on the screen.

Mobile Option:

You can also access your pay and tax statements using ADP Mobile Solutions. Go to <http://www.adp.com/gomobile> for more information and to get the app.