

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:

- **First Time User?** Click **Register Here**
- The SJC Self Registration passcode is: **stjosephco-ipay**
- Click the down arrow for the **Identity Type** field and select **Partial SSN**
- The rest of the self-registration process is completed based on answers the employee provides.

Critical Information:

- Please note your user ID here: _____
- You will need this for viewing your pay information whenever you log in.

Continued Viewing of Pay Information:

Once self-registration is completed, click on "User Login" to access the system and view your paycheck.

To view your paycheck electronically:

- Click the **Myself** tab
- Click **Pay Statements** in the **Pay** section

Mobile Options:

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

Please contact our Payroll Coordinator - Michelle Scribner at 207-893-7738 or mcribner@sjcme.edu with any questions.