

# Employee Registration steps for ADP WorkForce Now

## 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, in separate browser or on phone.

## 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", click on 'Register Here' on the right side.
4. Key in the Company Registration code of... **wilsonc-1015** and click 'Next'
5. Screen says... "Do you want to setup an account with Wilson College ", click 'Yes'
6. On 'Identify yourself', key in your proper First and Last name (as found on your pay statements), then key the last 4 digits of your SSN and select Birth month and day.
7. Click "I'm not a robot" and carefully select the requested pictures and click 'Verify', then 'Next'.
8. On the next screen, you will need to verify your identity. You have two methods...
  - a. click 'Get Code' to have a Personal Registration Code sent to your email on file in the Payroll Dept. An email is sent to you with a code, you must key this code within 15 minutes.
  - b. The system will general 3 multi-choice questions about you using data in public records.
9. On the Contact Information page, key your email address (cannot be shared, suggest personal). An email is required, providing a Mobile number for 'text' notices is optional but not needed.
10. Create a unique 'User ID' for ADP. Avoid using an email address or nickname. It is not CASE sensitive.
11. Create a password to use in ADP. Avoid using same from other systems. It IS CASE sensitive.
12. On Security Questions, click the drop down on the first and review options. Pick 3 different questions that have different answers. Answers should not have any variations and must be spelled the same every time (i.e.: Becky vs Rebecca, St. Paul vs Saint Paul). Answers are not CASE sensitive.
13. Click 'Register Now'. The next screen should say Congratulations. Your Account is now created.
14. If on the right side you have an option to 'Activate your Email/Phone', click the link now to activate. If so, an email/text is sent to you immediately. Look for it now and follow steps in that message.
15. Once done, close your browser (not just the tab) and wait 60 seconds.
16. Open a fresh browser (not just a new tab) and go back to the above ADP web site.
17. Select 'User Login' and key the User ID and Password you just setup, to login to ADP as normal.
18. Look around, then go to the 'Myself' tab, select 'Pay' then 'Pay Statements' and click a couple different Pay Dates to see a summary view. Then click 'View Check' option to see a full pay statement.
19. Last, always "logout" of any site you login to and immediately close the browser not just the tab.

*Note: If you have any issues during this process, pause and review the verbal error message. Review the step you are on and look for a possible typo or variation with the information keyed (i.e.: typo in SSN or birthday, or using a nickname). If not clear, close the browser (not just the tab), wait 60 seconds and start over once. If you get an error again, write down the step you are one and the verbal portion of the error message. Then contact your Payroll/HR Department, Diane Cobb ext 2542 or [diane.cobb@wilson.edu](mailto:diane.cobb@wilson.edu) for assistance.*