INSTRUCTIONS FOR ADP REGISTRATION

Registration

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.

Before You Begin: You will need your registration code and the URL to access your ADP service login page. If you do not have this information, contact your organization's administrator.

Your registration code's format and delivery method depend on your organization's setup:

- You receive a personal registration code (for example, **b9a7q6re**) in an email from ADP (SecurityServices_NoReply@adp.com) or shared by your administrator, **charina.flores@barbelogroup.com** (email or verbally or in a secure communication). This code is valid for 15 days from the date of issue.
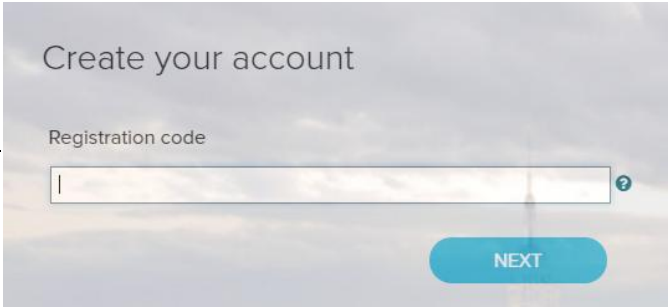
Security Tip: To protect your personal information from fraud, be sure to use a known computer or mobile device with a trusted internet connection.

On the login page of your ADP service, click the link to register and create your ADP service account. Follow the instructions on the page.

Go to:
https://workforcenow.adp.com/
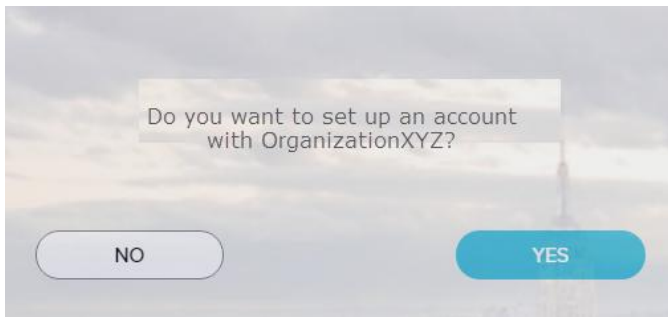for your ADP service web site.

Create your account

Registration code

NEXT

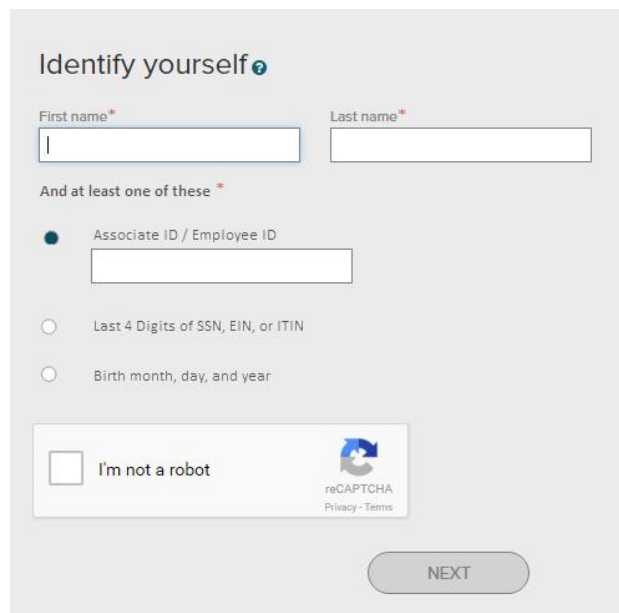**Enter your personal registration code or your organizational registration code.**

Do you want to set up an account with OrganizationXYZ?

NO   YES

If you do not recognize the name of your organization, select No and start over.

Enter your identity information and complete the Google™ reCAPTCHA challenge to continue.

If you entered a Personal Registration code, the information requested might vary based on the information in your record.

Identify yourself

First name*

Last name*

And at least one of these *

● Associate ID / Employee ID

○ Last 4 Digits of SSN, EIN, or ITIN

○ Birth month, day, and year

I'm not a robot
reCAPTCHA
Privacy - Terms

NEXT

Complete the information required on this page to continue. For security purposes, email address should be your company issued email.

Enter your contact information ⊘

To avoid answering your security questions during your next password reset, you can:
- Enter an email address and mobile phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

✕

Email address*
John.doe@organizationxyz.com   ● Business   ○ Personal

Mobile phone number
United States   ▼   973-974-5556   ● Business   ○ Personal

☑ I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS.

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.   ✕

User ID*
jdoe@organizationxyz ◄———————— **You can use your email information as your User ID**

Password (case sensitive) * ❓
travel@2016   Good ✅
☑ Show password

Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive)*
••••••••••
☐ Show password

Select security questions and answers ⊘

Use answers to your security questions that you can easily remember later.   ✕

Question 1*
What was the name of your first pet?   ▼

Your answer (not case-sensitive)*
Bubbles

Question 2*
What was the first foreign country you visited?   ▼

Your answer (not case-sensitive)*
australia

Question 3*
In what city was your father born? (Enter full name of city only)   ▼

Your answer (not case-sensitive)*
boston

REGISTER NOW

✓ **Congratulations! Your registration is complete!**

Your account

👤 Your user ID: Jdoe@organizationxyz

💼 Your available ADP services:

(SELF SERVICE)

Activate your email / phone ⓘ

⚠ Activate your email address and your mobile phone within 24 hours by responding to the messages sent to you:

✉ John.doe@organizationxyz.com

📱 +1 555-555-5555

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.

- Manage your account information to keep it accurate.

Activate Your Email Address

During registration, if you provided an email address that is not shared with others in your organization, look out for an activation email from ADP. Click the link in the email you receive from SecurityService_NoReply@ADP.com to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Doe

Thank you for setting up your account with ADP.

Click on this link to activate your email to receive notifications from ADP:
<Your activation link>

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.
Message ID: FT-Y8E-H30-2EYEAQ

Activate Your Mobile Phone

During registration, if you provided a mobile phone number that is not shared with other users in your organization, look out for a text message from ADP. Reply with the code.

Note: In some countries, your activation process will differ; so, follow the instructions in the text message to activate your mobile number.

ADP: Reply with code #####

Forgot Your User ID/Password?

If you forget your login information, you can use the "**Forgot Your User ID/Password**?" link on your ADP service login page to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Forgot User ID/Password

* = Required

First name* ❷
John

Last name*
Doe

And at least one of these* ❷

Email address
john.doe@organizationxyz.com

Mobile phone number
United States +1   555-555-5555

CANCEL   NEXT

Enter your first name and last name exactly as they exist in your organization's records.

Enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

Your user ID

John Doe, this is your user ID for OrganizationXYZ:

JDoe@OrganizationXYZ

LOG IN   I DON'T KNOW MY PASSWORD

Click I DON'T KNOW MY PASSWORD to reset your account password.

The process will be different for administrators / practitioners.

Congratulations! You have successfully retrieved your user ID of your ADP service account.

To Reset Your Password

Select the "I don't know my password" option. If you have an email address and/or mobile phone number that is not shared with others in your organization, you can receive and enter a security code.

Your security code

Select where you want to send the security code and click Send Code.

⦿ ••••••5556 (SMS text)

◯ J••••••e@organizationxyz.com

SEND CODE

☐ I don't have access to any of these emails/phones

CANCEL   **NEXT**

> **Send the code to your email or mobile phone…**

Your security code

Select where you want to send the security code and click Send Code.

◯ ••••••5556 (SMS text)

◯ J••••••e@organizationxyz.com

SEND CODE

Enter your security code here in   14:10

514235

☐ I don't have access to any of these emails/phones

CANCEL   **NEXT**

> **…and enter it here within 15 minutes.**

If you don't have access to your email/phone or you share your email address and/or mobile phone number with others in your organization, you will be prompted to answer security questions instead.

Your security questions

* = Required

What was the name of your first pet?

Your answer (not case-sensitive)*

bubbles

☑ Show answer

Click Show answer to reveal your answer briefly.

What was the first foreign country you visited?

Your answer (not case-sensitive) *

•••••••••

☐ Show answer

In what city was your father born? (Enter full name of city only)

Your answer (not case-sensitive) *

••••••

☐ Show answer

CANCEL   NEXT

Upon successful verification of your security code or your security answers, you will be prompted to enter and confirm your new password.

Reset password

* = Required

New password (case sensitive)* ℹ

tr@Vel2916

Strong ✔

☑ Show password

Click Show password to reveal your password briefly.

Click to see how well your password meets the requirements and how to make it stronger.

✅ **Your password is valid**

Your password MUST have:
- ✔ At least 8 characters
- ✔ A lowercase or uppercase letter
- ✔ A number

Your password MUST NOT have:
- ✔ Any character repeated more than 3 times in a row. For example, do not use 1111 or aaaa.
- ✔ More than 3 sequential letters or numbers in a row. For example, do not use 1234 or dcba.

To strengthen your password, do the following:
- Increase the length from 12-20 characters.
- ✔ Add one or more special characters such as @, $, or &.
- ✔ Use a combination of uppercase and lowercase letters.

Confirm new pas

☐ Show password

CANCEL

Congratulations! You have successfully retrieved your user ID and reset your password of your ADP service account.