

STEP 1

REGISTER WITH ADP



IN THE BUSINESS OF YOUR SUCCESSSM

Employee Self Service Quick Reference Card

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To start to register go to: <https://www.workforcenow.adp.com> – Save this as a favorites on your computer for easy access in the future.

Self Service Registration (Updated!)

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.

You will need your registration code (for example acme-abc1 or 9A7B632F) and the URL of your ADP service web site. Be sure to keep them handy.

On your ADP service web site, click the link to register for ADP services. Complete the following steps:



Before you register, help us find you in our records.

Registration code*

TheWestonG-iPay

[What is this?](#)

Next



*Click the Blue Register here button under the First Time User section.

*Click yes when asked "Do you want to set up an account with The Weston Group, Inc.?"



Before you register, help us find you in our records.

If this is not your organization, click Start over

Registration code*

TheWestonG-iPay

Start over

What is this?

<Name of Your Organization>

First name*

John

Last name*

Smith

Select either Employee ID or SSN/EIN/ITIN*

Employee ID

1234

SSN, EIN, or ITIN

Type it again

Birth month and day*

March

21

Confirm

The options available on this page might vary based on your organization's setup.



Before you register, help us find you in our records.

Registration code*

What is this?

First name*

Last name*

Select either Employee ID or SSN/EIN/ITIN*

Employee ID

SSN, EIN, or ITIN

Type it again

Birth month and day* /

If your name is not being retrieved, contact your organization's administrator for assistance.

We found you!

We have found John Smith in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance.





Register for ADP Services

John Smith

Enter your contact information How will this be used by ADP?

Email address* Work Personal

Mobile phone number Work Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

View your user ID and create a password

User ID*

Password* Password Strength: Good

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

Confirm password*

In case you forget your user ID or password

Question 1*

Your answer*

Question 2*

Your answer*

Question 3*

Your answer*



Notifications from your organization or ADP will be sent to this email/mobile phone. You may also use this information to retrieve your forgotten user ID or password.

Depending on the ADP services your organization has purchased, the option to create your user ID might be available.

Create a strong password to protect your account. Passwords are case-sensitive.

Your user ID and security answers are not case-sensitive.

Enter answers that you will remember later. If you ever forget your user ID or password, you will be required to respond with the exact answers to confirm that you are the rightful owner of the account.



Your registration for ADP services is complete!

Things to do for your account

➔ **Activate your email and mobile phone**

ADP has sent you a confirmation message to

john.smith@testcompany.com and 555-555-5555.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization's administrator for assistance.

✓ **Your user ID: Jsmith@testcompany**

✓ **Your available ADP services**

Self Service



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

- You must 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 (Updated!)

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.

ADP Generated Message: Activate Your Email Address

SecurityServices_NoReply@adp.com

To:

John Smith

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.

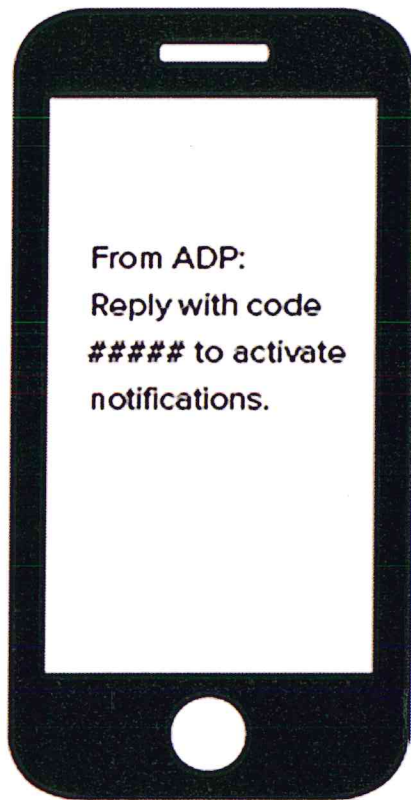
Need help or have questions about your account? Contact your organization's administrator for assistance.

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 (Updated!)

If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code or follow the instructions in the text message to activate your mobile number. In the United States, the message will come from sender "90206"; the sender will vary in other countries.

Note: In some countries, this texting method to activate your mobile phone is not available, so your activation process will differ. Follow the instructions on the confirmation page and in the activation email you receive from ADP to complete the activation.



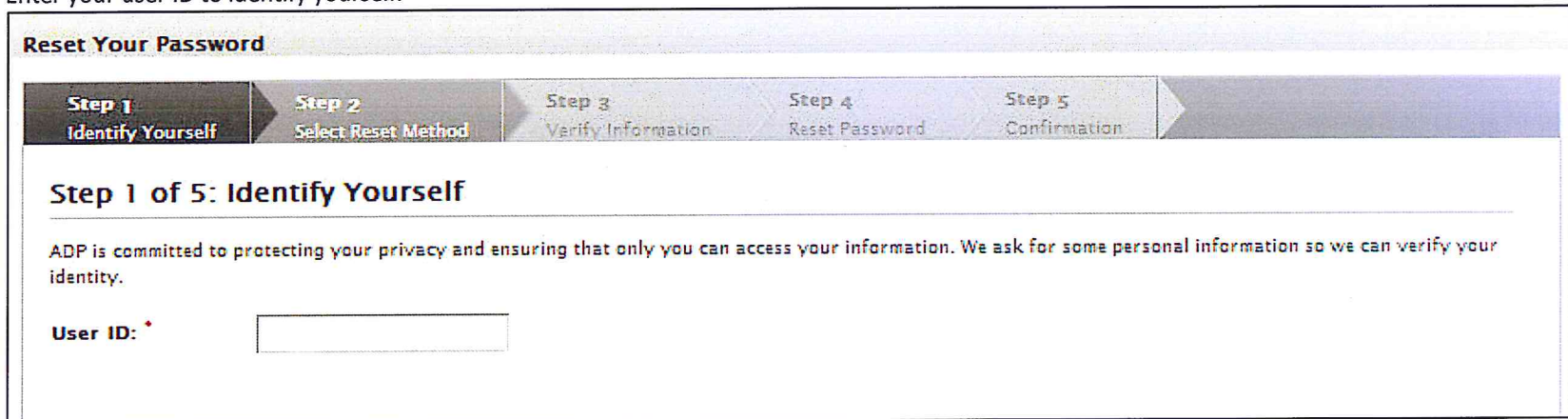
Need Help? Forgot Your Password?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your password, you can use the “**Forgot your password?**” link on your ADP service web site to 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.

Complete the following steps.

1. Enter your user ID to identify yourself.



The screenshot shows a web interface titled "Reset Your Password". At the top, there is a progress bar with five steps: Step 1 (Identify Yourself), Step 2 (Select Reset Method), Step 3 (Verify Information), Step 4 (Reset Password), and Step 5 (Confirmation). Step 1 is currently active and highlighted. Below the progress bar, the heading "Step 1 of 5: Identify Yourself" is displayed. A message states: "ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity." Below this message, there is a label "User ID:" followed by a text input field.

2. Select the reset method.

- Request temporary password to be sent as a text message to your activated mobile phone number.
- Request temporary password to be sent via email to your activated email address.
- Request to answer security questions and reset the password on the screen.

Note: If you have not yet activated your email address and/or your mobile phone numbers, the email and text message options will not be available to you. Use the option to reset your password on the screen.

Reset Your Password

Step 1 Identify Yourself **Step 2 Select Reset Method** Step 3 Verify Information Step 4 Reset Password Step 5 Confirmation

Step 2 of 5: Select Reset Method

To protect your information, the password to your account cannot be retrieved and must be reset. Depending on the option you select, you will be required to complete additional steps to verify your identity. Standard text and data charges might apply from your mobile phone carrier.

Select the contact information to which you have immediate access to continue this process.

Reset Method: *

- Send a temporary password to my mobile phone number ending in: 4133
- Send a temporary password to my email address: jxxxxx@adp.com
- Reset my password online (For your security, the password you enter will be masked.)

Cancel Previous Next Done

Note: Depending on the reset method you select, the next set of steps will differ.

Using your activated mobile phone number or your email address

3. Enter the answer to your security question(s) to continue.

The screenshot shows a web interface for resetting a password. At the top, a progress bar indicates five steps: Step 1 (Identify Yourself), Step 2 (Select Reset Method), Step 3 (Verify Information), Step 4 (Reset Password), and Step 5 (Confirmation). Step 3 is currently active and highlighted. Below the progress bar, the heading reads 'Step 3 of 5: Verify Information'. A sub-heading instructs the user: 'Enter the answer to the security question. Answers are not case sensitive.' The security question is 'What was your childhood nickname that most people do not know?'. Below the question is an 'Answer:' label followed by an empty text input field.

4. Upon successful verification of your security answer(s), a temporary password will be sent to your mobile phone number or email address.
Use your temporary password to log in to your ADP service and choose your new password when prompted.
Note: If you are unable to reset your password, try a different option. If the problem persists, contact your organization's administrator for assistance.

Using the option to reset your password online

- 3. Select the option to be asked identity questions on screen. **(Recommended option!)**

Reset Your Password

Step 1 Identify Yourself Step 2 Select Reset Method Step 3 Verify Information Step 4 Reset Password Step 5 Confirmation

Step 2 of 5: Select Reset Method

Select an option to continue this process. Standard text and data charges might apply from your mobile phone carrier.

Online Reset Method:

- Send an access code to my mobile phone number ending in: 4133
- Send an access code to my email address:jxxxxx@adp.com
- Ask me identity questions on screen ← **Recommended Option!**

Cancel Previous Next Done

4. Enter the identity verification information to confirm your identity.
Important: The options on this page may vary based on the ADP services your organization has purchased.

Reset Your Password

Step 1 Identify Yourself ✓ Step 2 Select Reset Method ✓ Step 3 Verify Information Step 4 Reset Password Step 5 Confirmation

Step 3 of 5: Verify Information

Your Social Security number (SSN) / Federal Employer Identification number (FEIN) / Individual Taxpayer Identification number (ITIN) is used to identify you during this process. ADP does not share this personal information with any third-party vendor.

Last 4 Digits of SSN, EIN, or ITIN:

Confirm Last 4 Digits of SSN, EIN, or ITIN:

Birth Month and Day:

5. Enter answers to your security questions to continue.

The screenshot shows a progress bar at the top with five steps: Step 1 (Identify Yourself), Step 2 (Select Reset Method), Step 3 (Verify Information), Step 4 (Reset Password), and Step 5 (Confirmation). Step 3 is currently active and highlighted. Below the progress bar, the heading reads "Step 3 of 5: Verify Information". The instructions state: "Enter the answer to the security question. Answers are not case sensitive." The question is: "Question: What was your childhood nickname that most people do not know?". Below the question is an "Answer:" label and an empty text input field.

6. Upon successful verification of your security answers, you will be prompted to select and confirm your new password.

The screenshot shows the progress bar updated: Step 3 (Verify Information) is now completed with a checkmark, and Step 4 (Reset Password) is the active step. The heading reads "Step 4 of 5: Reset Your Password". The instructions state: "Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters." Below the instructions are two input fields: "New Password:" and "Confirm New Password:". To the right of the "New Password:" field is a "Password strength:" indicator and a help icon.

Congratulations! You have successfully reset your password. Use your new password to log in to your ADP service.

Note: If you are unable to reset your password, try a different option. If the problem persists, contact your organization's administrator for assistance.

Need Help? Forgot Your User ID?

Once registered, you can use your user ID and password to log in and access your ADP service. If you forget your user ID, you can use the “**Forgot your user ID?**” link on your ADP service web site to retrieve your user ID. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Complete the following steps.

1. Enter your first name and last name exactly as they exist in your organization’s records. Enter an email address or mobile phone number associated with your account.

The screenshot shows a web form titled "Retrieve Your User ID" with a progress bar at the top indicating four steps: Step 1 (Identify Yourself), Step 2 (Select Delivery Method), Step 3 (Verify Information), and Step 4 (Confirmation). Step 1 is currently active. Below the progress bar, the text reads: "ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity." The form contains the following fields: "First Name:" with the value "Update", "Last Name:" with the value "Jones", "Select one type of information:" with radio buttons for "Email Address:" and "Mobile Phone Numbers:". The "Mobile Phone Numbers:" option is selected, and the field contains "United States -1" in a dropdown menu and "732-555-5555" in a text input field. At the bottom of the form, there are buttons for "Cancel", "Previous", "Next", and "Done".

2. Select the delivery method to retrieve your user ID:

- Request your user ID to be sent via email to your email address.
- Request your user ID to be sent as a text message to your mobile phone number.
- Request to answer a security question and retrieve your user ID on the screen.

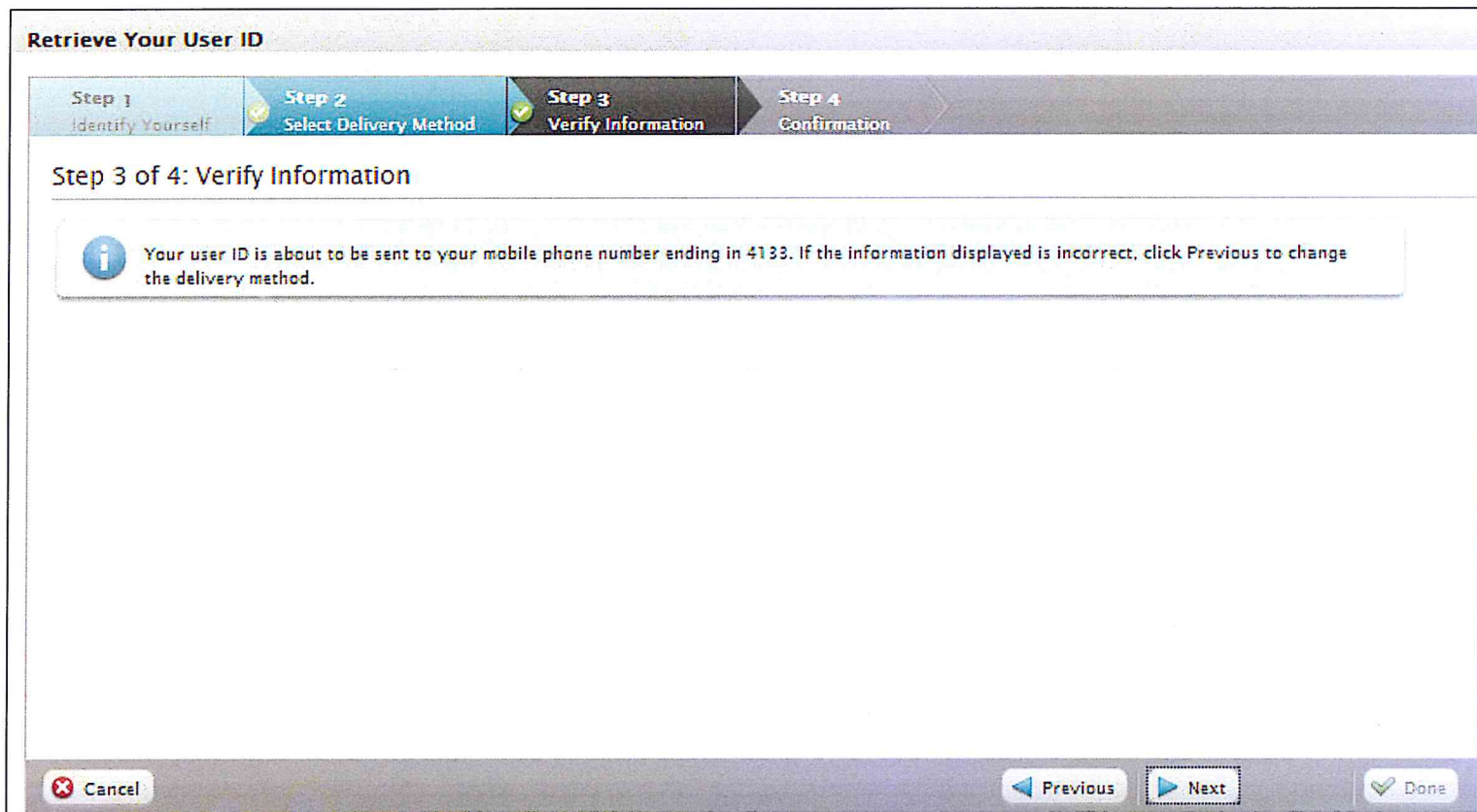
Note: If your email is shared with other users in your organization, you must use the option to retrieve your user ID on the screen.

The screenshot shows a web interface titled "Retrieve Your User ID". At the top, there is a progress bar with four steps: "Step 1 Identify Yourself", "Step 2 Select Delivery Method" (which is highlighted in dark grey), "Step 3 Verify Information", and "Step 4 Confirmation". Below the progress bar, the main heading is "Step 2 of 4: Select Delivery Method". A paragraph of text reads: "Depending on the option you select, you will be required to complete additional steps to verify your identity. Standard text and data charges might apply from your mobile phone carrier." There are three radio button options: "Send my user ID to my mobile phone number ending in: 4133" (which is selected), "Send my user ID to my email address: jxxxxx@adp.com", and "Display my user ID". At the bottom of the screen, there are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Next" (with a right arrow icon). A "Done" button (with a green checkmark icon) is also visible in the bottom right corner.

Note: Depending on the method you select, the next set of steps will differ.

Using your mobile phone number or your email address

3. Verify that your mobile phone / email address is correct. Your user ID will be sent to your mobile phone number or email address.



Congratulations! You have successfully retrieved your user ID. Use your user ID to log in to your ADP service account.

Note: If you are unable to retrieve your user ID, try a different option. If the problem persists, contact your organization's administrator for assistance.

Using the option to display your user ID on the screen

3. Enter the answer to your security question to continue.

The screenshot shows a web interface titled "Retrieve Your User ID". At the top, there is a progress bar with four steps: "Step 1 Identify Yourself", "Step 2 Select Delivery Method", "Step 3 Verify Information", and "Step 4 Confirmation". Step 3 is currently active and highlighted. Below the progress bar, the heading "Step 3 of 4: Verify Information" is displayed. A message states: "Enter the answer to the security question. Answers are not case sensitive." The "Question:" is "In what city was your mother born? (Enter full name of city only)". The "Answer:" field is an empty text input box. At the bottom of the screen, there are three buttons: "Cancel" (with a red X icon), "Previous" (with a left arrow icon), and "Next" (with a right arrow icon). A "Done" button with a green checkmark icon is also visible on the right side of the bottom bar.

Upon successful verification of your security answer, your user ID will be displayed on the screen.

Congratulations! You have successfully retrieved your user ID. Use your user ID to log in to your ADP service account.

Note: If you are unable to retrieve your user ID, try a different option. If the problem persists, contact your organization's administrator for assistance.