

Welcome to ADP Workforce Now Self-Service Registration

Web address: <https://portal.adp.com>

Saved as a Favorite in Outlook (Favorites>Zimbrick>ADP Open Enrollment Portal)

Can be accessed from any Zimbrick computer

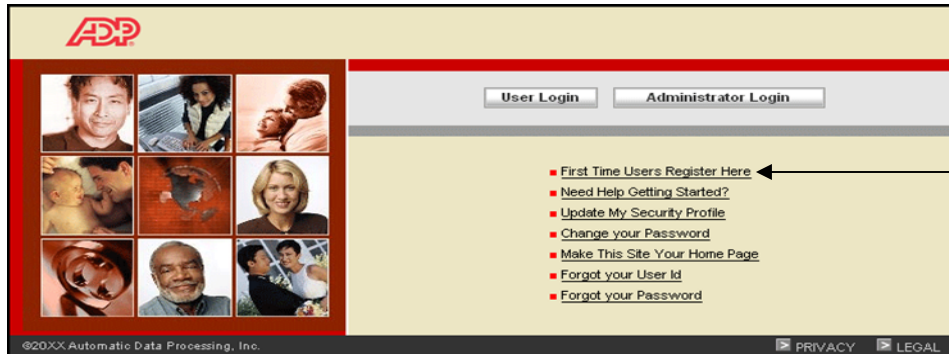
Can be accessed from your home computer

ADP is committed to protecting your privacy and ensuring only you can access your personal information. In order to meet that commitment, you must register before using the service.

During registration, you will be assigned a **User ID** and you will create a unique **password**. Please write them down. You will use them to access the portal for various services. Once they're set up you are ready to log and start using ADP services.

Read all instructions before starting.

Logging On for the First Time



Click **First Time Users Register Here**.

This site requires Microsoft® Internet Explorer® Version 6.0 or later.

Registration

ADP

Welcome!

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. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started? **Already Registered?**

The Registration Process At a Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Do you already have an ADP user ID in the following format: JSmith@Company?
If so, you are already registered for ADP services.

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Click Register now.

Registration (Continued)

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

Zimbrick-1234 is your Registration pass code.
Enter your Registration pass code.
Click Next.

Registration (Continued)

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Verify Your Identity
Your Social Security number is used during the account creation process; it is not used for any other purpose.

▶ = Required

First Name: ▶ **MI:**
Last Name: ▶ (Apostrophes and hyphens are allowed.)
Social Security Number: ▶ (All nine numbers in any format.)
Confirm Social Security Number: ▶ (All nine numbers in any format.)
Birth Month and Day: ▶ ▶

Social Security Number is required.

Enter your name exactly as it appears on your pay stub.

Click **Next**.

Registration (Continued)

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 3 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶ **MI:**
Last Name: ▶ (Apostrophes and hyphens are allowed.)
Business/Personal E-Mail: ▶ (This e-mail address is only used for notifications.)
Confirm E-Mail: ▶
Phone: (Area code and number in any format.)

An e-mail address is required.

Enter your e-mail address.

--Zimbrick email

--Personal email

--No email? Set it up at Gmail.com

Phone number is optional.

Click **Next**.

Registration (Continued)

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the text reads "Register for ADP Services" and "Please enter the following information to register for ADP services." A progress bar indicates "Step 4 of 6". On the left, a list of steps is shown: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area is titled "Enter Your Security Information" and includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." An important note states: "Important: Be sure to choose answers you can remember." Below this, there are three required fields: "City/Town of Birth:" with a text input field; "Security Question 1:" with a dropdown menu and a text input field for the answer; and "Security Question 2:" with a dropdown menu and a text input field for the answer. At the bottom, there are "Next" and "Cancel" buttons.

Enter your **City/Town of Birth**.

Select your security questions and enter your answers.

Click **Next**.

Important: the security questions and answers are used if you forget your logon information so be sure to choose information that you can remember. Answers to security questions must be at least six (6) characters in length. You should make a note of your answers and keep them in a safe place.

Registration (Continued)

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
- 5. View Your User ID & Create Your Password**
6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.
Note: Your user ID is not case-sensitive.
User ID: SBarbato@CHES04

Create Your ADP Services Password
Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.
Note: Your password is case sensitive.
▶ = Required

Create Password: (Example: Password01)
Confirm Password:

Your **User ID** is displayed. **Write it down!**

Create your password. **Write it down!**
(Note: Passwords are case sensitive and must be at least 8 characters, no more than 16 characters and must contain at least one letter and one number.)

Click **Submit**.

Registration (Continued)

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code
2. Verify Your Identity
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User Id & Create Your Password
- 6. Confirmation**

Thank you for registering!
You can now log on to, and start using, your ADP services.
Note: An e-mail containing your User ID has been sent to the address you provided.

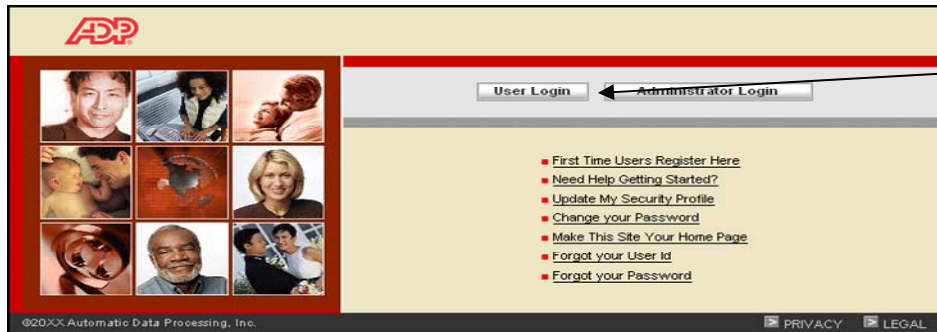
Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.
• Pay eXpert

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.
 ADP Portal

An e-mail containing your User ID has been sent to the e-mail address you provided.

Click **Log On** to access the enrollment portal.

Logging On



Click **User Login**.

This site requires Microsoft® Internet Explorer® Version 6.0 or later.

Logging On (Continued)



Enter your newly acquired **User ID** and **password** to log on.

Click **OK**

This site requires Microsoft® Internet Explorer® Version 6.0 or later.