

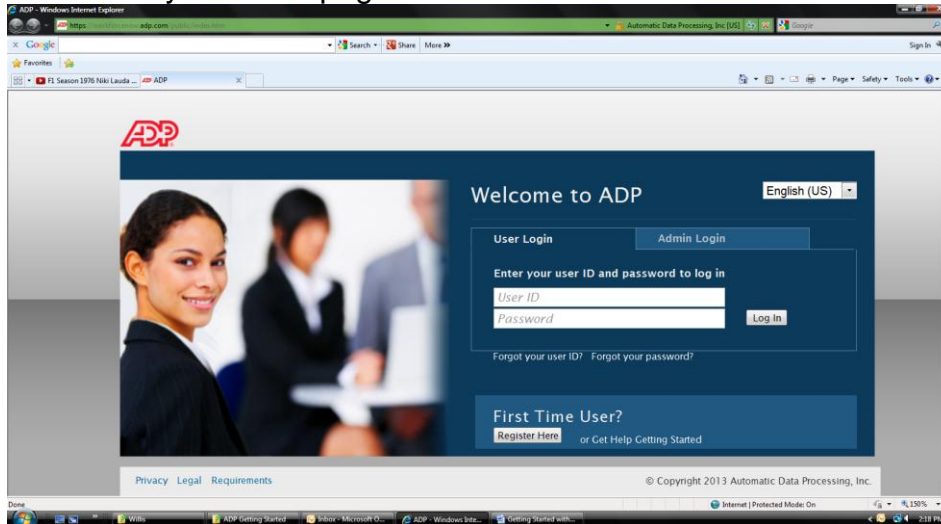
Getting Started with ADP

Step 1

Enter this link into your web-browser

<https://workforcenow.adp.com/public/index.htm>

It will take you to this page



Step 2

Click on first time user “Register Here”

Step 3

Enter registration code: AIM271-123, then click next.

Step 4

Click the drop down arrow and select “PARTIAL SSN”, then click next.

Step 5

Continue to follow the instruction as indicated.

Step 6

You will receive an access code, the code will be sent to the email address you provided for notifications. Once received log in to ADP and enter the information required. After your registration is completed you will be able to access previous pay stub information.