

ADP Workforce Now® Manager Welcome Card



Getting to Your ADP Workforce Now Website

Welcome to your new ADP Workforce Now website! To get started at <https://workforcenow.adp.com>, enter your **User ID** and **Password** into the appropriate fields on the **User Login** tab then click **Log In**. To view supported internet browsers and operating systems, click the **Requirements** link.

The screenshot shows the ADP Workforce Now login interface. The ADP logo is in the top left. A language dropdown menu in the top right is set to 'English (US)'. The main heading is 'Welcome to ADP'. Below this, there are two tabs: 'User Login' (selected) and 'Admin Login'. The 'User Login' tab contains a 'User ID' input field with a person icon, a 'Password' input field with a lock icon, and a 'Forgot Your User ID/Password?' link. A blue 'LOG IN' button is positioned below the password field. To the right of the login fields, there is a 'First Time User?' section with a blue 'REGISTER HERE' button and a 'Help Getting Started' link. At the bottom of the page, there are links for 'Privacy', 'Legal', and 'Requirements'. Annotations with lines pointing to these elements include: 'User Login tab' pointing to the 'User Login' tab; 'Enter your User ID and Password.' pointing to both the 'User ID' and 'Password' input fields; 'Click Log In.' pointing to the 'LOG IN' button; and 'Click Requirements to display browser and operating system requirements.' pointing to the 'Requirements' link at the bottom.



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Navigating Your Website

Now that you have logged into <https://workforcenow.adp.com>, finding important activities and information is easy. Use the menus and submenus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your team members' information can be found under the My Team menu and submenu options. If you have issues on this page, contact your company administrator for assistance.

Note: Menus and submenu activities may vary based on your access privileges and company setup

Icons such as **Message Center**, **Calendar**, **Support**, and **Log Out** provide quick access to common information and tasks. To set preferences or view your profile, click on your name and select the link.

Click on a menu to access additional resources and work-related activities. You can switch to an expanded menu to view more options.

Your Home page displays important information in sections such as **Company Mission**, **Company Events**, **Forms** and **Quick Links**.

The screenshot shows the ADP Workforce Now home page. At the top, there is a navigation bar with the ADP logo on the left and user information 'ANTHONY ALBRIGHT' on the right. Below the navigation bar, there are several main sections: 'Company Mission', 'Company News', 'Company Spotlight', 'Quick Links', 'Forms', 'Company Events', and 'ADP News'. A 'My Team' dropdown menu is open, showing options like 'Employment', 'Time Off', 'Personal Information', and 'Time & Attendance'. There are also icons for 'Message Center', 'Calendar', 'Support', and 'Log Out' in the top right corner.



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/Password?** link on your ADP service website to recover it. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter **First name** and **Last name** exactly as they exist in your organization's records.
- 3 Enter an email address and/or mobile phone number associated with your account.
Note: For additional assistance, click the Help icon.
- 4 Click **Next** and follow the instructions on the site to recover your **User ID**.

Result: Upon successful verification of the information you entered, your User ID will be displayed.

- 5 Click **Log In** to access your ADP service
or
Click **I Don't Know My Password** to reset your account password.



User ID/Password Recovery

User ID (Only if you are sure you know it) * = Required

First name*

Last name*

And at least one of these*

Email address

Mobile phone number

United States +1

CANCEL NEXT

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 User ID/Password?** link on your ADP service website 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.

- 1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.
- 2 Enter your **User ID**.
- 3 Enter **First name** and **Last name** exactly as they exist in your organization's records.
- 4 Enter an email address and/or mobile phone number associated with your account.

Note: For additional assistance, click the Help icon.

- 5 Click **Next**.
- 6 Select the reset method and click **Send Code**:

- Request temporary **Code** to be sent via email to your activated email address.
- Request temporary **Code** to be sent as a text message to your activated mobile phone number.

Note: If you have not yet activated your email address and/or your mobile phone number, the email and text message options will not be available to you. Select the **I don't have access to this email address** checkbox and click **Next**. You will have to answer security questions to reset your password on the screen.

- 7 Retrieve the code sent to your email or phone and follow the instructions on the site to enter your new code within 15 minutes to reset your **Password**.

Note: If you are still unable to reset your **Password**, contact your company administrator for assistance.

Your security code

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

XXXXXX4133 (SMS text)

XXXXXXXXXXXXXXXXXXXX@adp.com

SEND CODE

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

CANCEL NEXT



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