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 will be assigned a user ID and you will create a unique password. Then you’ll be ready to log on and start using ADP services.

Before you register, your administrator will provide you with the following information:

- Your company’s Registration pass code

Open your company’s ADP Workforce Now™ web site (https://portal.adp.com) and click First Time Users Register Here.
Click **Register now**.

Enter your Registration pass code and click **Next**.
If your administrator provided you a Personal Identification Code (PIC), select the PIC option. Otherwise, select SSN, ITIN, or EIN.

Enter the name exactly as it appears in your company records (e.g., paystub, online pay statement, or W4).

Enter the information requested on this page. This information may vary depending on your company’s setup.

**Note:** Enter your name exactly as it appears in your employer’s records.

**Note:** You may be requested to enter information on this page if you select the Personal Identification Code (PIC).
Enter your e-mail address and click **Next**.

Your phone number is optional.
You will only be asked for this information if it has not been previously provided to ADP.

Enter your place of birth.

Select your security questions, enter your answers, and then click Next.

**Important**: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. Answers to security questions must be at least six characters in length.

You should make a note of your answers and keep them in a safe place.
Your user ID is displayed.

Create your password and click Submit.

**Important**: You should make a note of your user ID and password and keep them in a safe place. You’ll need them to log on to ADP services.
What to Do Next:

On the ADP Workforce Now log in page (https://portal.adp.com) click **User Login**, then enter your *newly acquired* ADP Services User ID and password.