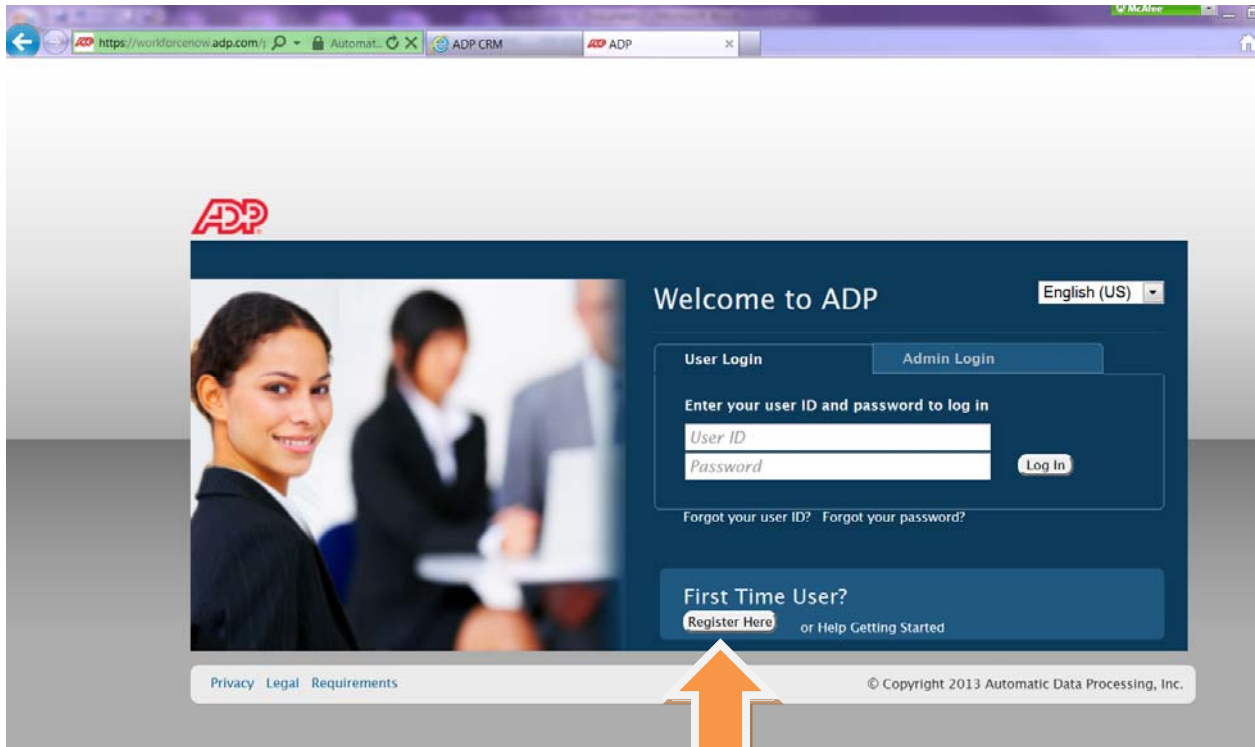
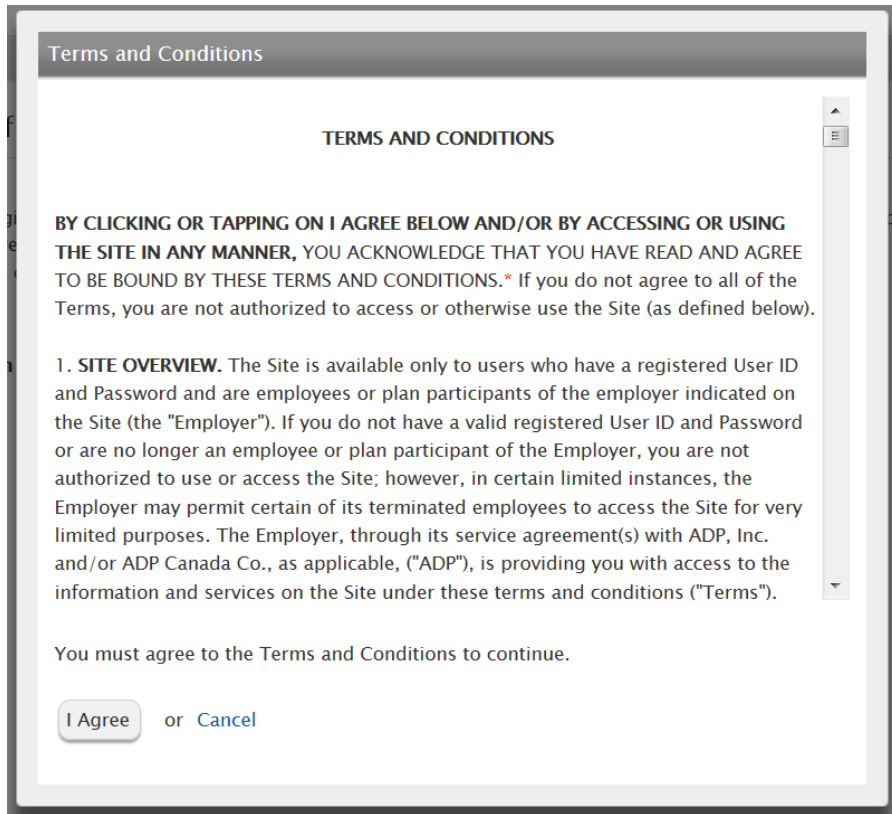


TO BEGIN

Go to: <https://workforcenow.adp.com> & click on Register Here



Click on I Agree on the Terms & Conditions screen



Terms and Conditions

TERMS AND CONDITIONS

BY CLICKING OR TAPPING ON I AGREE BELOW AND/OR BY ACCESSING OR USING THE SITE IN ANY MANNER, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.* If you do not agree to all of the Terms, you are not authorized to access or otherwise use the Site (as defined below).

1. **SITE OVERVIEW.** The Site is available only to users who have a registered User ID and Password and are employees or plan participants of the employer indicated on the Site (the "Employer"). If you do not have a valid registered User ID and Password or are no longer an employee or plan participant of the Employer, you are not authorized to use or access the Site; however, in certain limited instances, the Employer may permit certain of its terminated employees to access the Site for very limited purposes. The Employer, through its service agreement(s) with ADP, Inc. and/or ADP Canada Co., as applicable, ("ADP"), is providing you with access to the information and services on the Site under these terms and conditions ("Terms").

You must agree to the Terms and Conditions to continue.

or [Cancel](#)

STEP 1 OF 7 BEGIN REGISTRATION

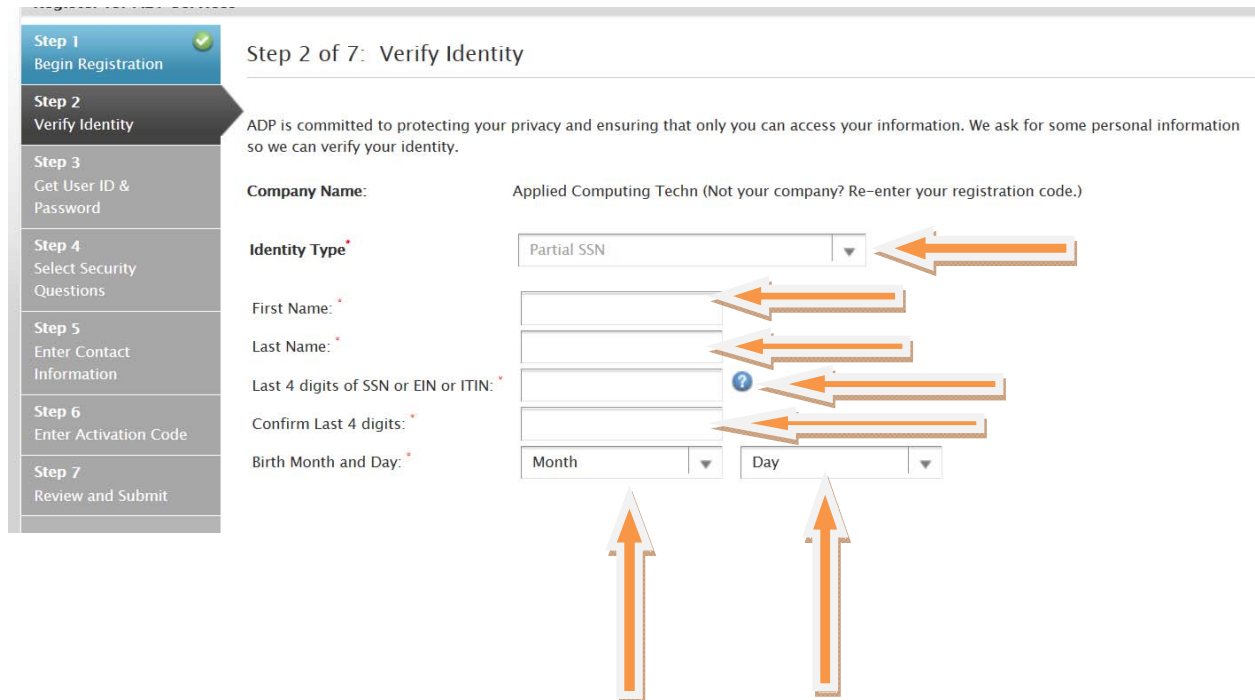
Enter **REGISTRATION PASS CODE** provided by RM in the Registration Code box



The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it is a header "Register for ADP Services". A vertical sidebar on the left lists seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Step 1 is highlighted with a dark arrow pointing to the right. The main content area is titled "Step 1 of 7: Begin Registration". It contains a paragraph of instructions: "Enter the registration code that you received from your employer or ADP. Registration code refers to your company registration code (previously referred to as a 'pass code') or a personal registration code (previously referred to as a personal ID code). If you do not have this information, contact your company administrator. Registration code is not case sensitive." Below this text is a text input field labeled "Registration Code:" with a red asterisk. A large orange arrow points from the right towards the input field.

STEP 2 OF 7 VERIFY IDENTITY

Enter your information in the appropriate boxes to verify your identity






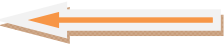
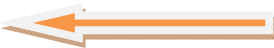
The screenshot shows the ADP registration interface for Step 2 of 7: Verify Identity. The sidebar on the left is the same as in Step 1, but Step 2 is now highlighted with a dark arrow and a green checkmark. The main content area is titled "Step 2 of 7: Verify Identity" and contains a privacy statement: "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 is the "Company Name:" field with the value "Applied Computing Techn (Not your company? Re-enter your registration code.)". The "Identity Type:" field is a dropdown menu with "Partial SSN" selected. Below this are four text input fields: "First Name:", "Last Name:", "Last 4 digits of SSN or EIN or ITIN:", and "Confirm Last 4 digits:". The "Last 4 digits of SSN or EIN or ITIN:" field has a blue question mark icon. Below these are two dropdown menus for "Birth Month and Day:", labeled "Month" and "Day". Several orange arrows point to the input fields: one points to the "Identity Type" dropdown, and others point to the "First Name", "Last Name", "Last 4 digits of SSN or EIN or ITIN", "Confirm Last 4 digits", "Month", and "Day" fields.

STEP 3 OF 7 GET USER ID & PASSWORD

Create your own user ID and password that you will use to log into the WorkforceNow Self Service Portal

Confirm Password



Register for ADP Services	
Step 1 Begin Registration	Step 3 of 7: Get User ID & Password
Step 2 Verify Identity	Welcome, Marty Manager You will use this information to log in to your ADP service.
Step 3 Get User ID & Password	Create Your User ID User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @. _). User ID is not case sensitive.
Step 4 Select Security Questions	User ID: <input type="text"/>  
Step 5 Enter Contact Information	Create Your Password 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.
Step 6 Enter Activation Code	Password: <input type="text"/>   Password strength: <input type="text"/>
Step 7 Review and Submit	Confirm Password: <input type="text"/> 

STEP 4 OF 7 SELECT SECURITY QUESTIONS AND ANSWERS

Select 3 security questions and fill in your answers

Register for ADP Services

Step 1
Begin Registration ✓

Step 2
Verify Identity ✓

Step 3
Get User ID & Password ✓

**Step 4
Select Security Questions**

Step 5
Enter Contact Information

Step 6
Enter Activation Code

Step 7
Review and Submit

Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

←

←

←

Cancel Previous Next Done

STEP 5 OF 7 ENTER YOUR CONTACT INFORMATION

Enter your contact information, email, phone, etc. (Choose one or the other,)

Register for ADP Services

Step 1 **Begin Registration**

Step 2 **Verify Identity**

Step 3 **Get User ID & Password**

Step 4 **Select Security Questions**

Step 5 **Enter Contact Information**

Step 6 **Enter Activation Code**

Step 7 **Review and Submit**

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.

Email Addresses **Use for Notifications**

Work:

Personal Email:

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and Conditions](#)

Work Phone:

Work Mobile: I authorize ADP to send my login information to this phone at my request.

Personal Mobile: I authorize ADP to send my login information to this phone at my request.

STEP 6 OF 7 ENTER ACTIVATION CODE

Enter the activation code that you were sent


Register for ADP Services	
Step 1 Begin Registration	<input checked="" type="checkbox"/>
Step 2 Verify Identity	<input checked="" type="checkbox"/>
Step 3 Get User ID & Password	<input checked="" type="checkbox"/>
Step 4 Select Security Questions	<input checked="" type="checkbox"/>
Step 5 Enter Contact Information	<input checked="" type="checkbox"/>
Step 6 Enter Activation Code	<input checked="" type="checkbox"/>
Step 7 Review and Submit	<input type="checkbox"/>

Step 6 of 7: Enter Activation Code

An activation code has been sent to you. Activate your communication channels now to ensure that they are in service and can be used to reach you.

If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate your communication channels at your earliest convenience.

Activation Code:



Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

STEP 7 OF 7 REVIEW and SUBMIT

Review your information and click Done

Register for ADP Services

- Step 1 Begin Registration
- Step 2 Verify Identity
- Step 3 Get User ID & Password
- Step 4 Select Security Questions
- Step 5 Enter Contact Information
- Step 6 Enter Activation Code
- Step 7 Review and Submit**

Step 7 of 7: Review and Submit

Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click Previous.


User ID: DEast@geneva.com

Security Questions and Answers

Question 1:	What was the name of your first pet?
Answer 1:	spot
Question 2:	In what city was your mother born? (Enter full name of city only)
Answer 2:	new york city
Question 3:	What was the first foreign country you visited?
Answer 3:	spain

Contact Information


Work:	DEast@geneva.com	Use for Notifications
Work Phone:	+1803973XXXX	




FINALLY

You will then get a confirmation screen and you can click login

Register for ADP Services

 Your registration is complete!

 **Go Mobile with ADP®**
ADP Mobile Solutions provides the tools and information you need—anytime, anywhere. Depending on the ADP services your company uses, you can view pay statements, contact colleagues, view company news, and more on your supported mobile device. [Learn more.](#)

Ready to Get Started with ADP® Mobile Solutions?
Log in with the user ID and password that you just created. For future logins, you can continue to use your password or create a mobile PIN from the Settings menu on your mobile device—the choice is yours.

Log In to Your ADP Service

The following ADP services are currently available to you. To access a service, select the service and click Log In. You will be required to enter your user ID and password to continue.

ADP Workforce Now

