

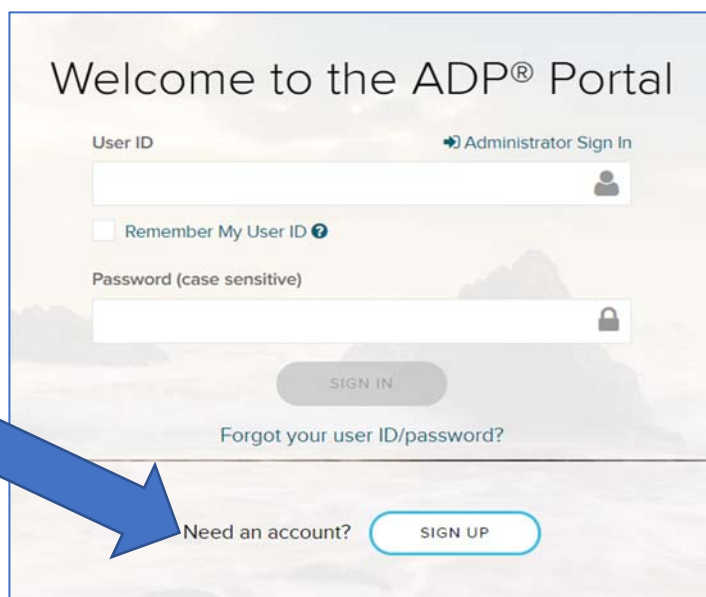
## Registration Instructions for ADP Self Service

\*\* Employee Copy – please keep for your records\*\*

To Register for the Employee Self-Service Site:

1. Open your registration website address: <https://workforcenow.adp.com>

2. First time users, click **"SIGN UP"** next to Need an account?



>Welcome to the ADP® Portal

User ID Administrator Sign In

Remember My User ID ?

Password (case sensitive)

SIGN IN

Forgot your user ID/password?

Need an account? **SIGN UP**

## Registration Instructions for ADP Self Service

3. Enter your ADP Self Service Registration Code under “**Create your account**”

**DD8SY-DOM**  
then click NEXT



Create your account

Registration code

I

HOW DO I GET A CODE?

NEXT

x CANCEL

4. When prompted, to “Create an account with Diocese of Monterey” select **Enter Information**:



Create an account with Diocese of Monterey

Enter Information >

Send verified info from your Capital One account (US only) >

x CANCEL

## Registration Instructions for ADP Self Service

5. **Identify yourself:** Enter your First name, Last name, last 4 digits of either your SSN, EIN or ITIN, Birth month, day, and year **then** click **CONTINUE**

**Identify yourself**

First name \*

Last name \*

Last 4 Digits of SSN, EIN, or ITIN \*

Birth month, day, and year \*

Month Day Year

CONTINUE

\* CANCEL

6. **Help us protect your account:** enter your **Primary Contact Information** which includes your email address and enter your phone number. For mobile users, select Yes or No to receive text messages about your account.

**Help us protect your account**

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email\*

Personal

Phone\*

Personal, Mobile +1

It's OK to text me about my account\*

Yes  No

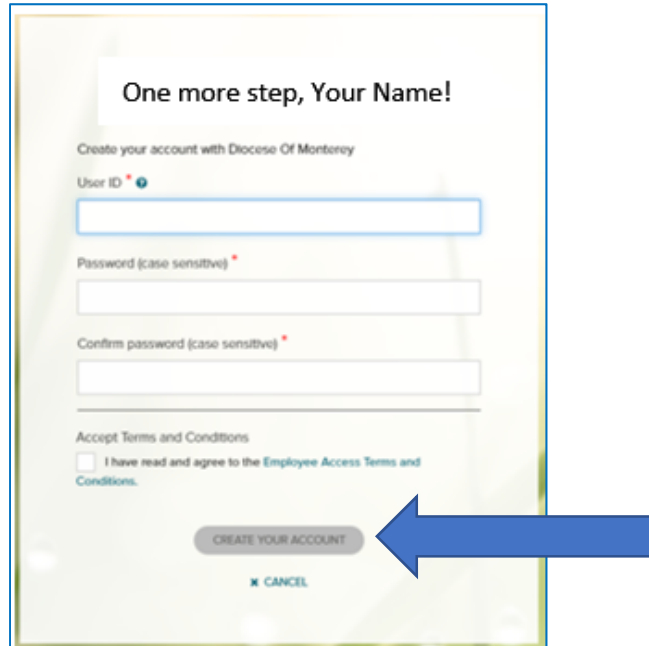
ADD BACKUP CONTACT INFORMATION

CONTINUE

\* CANCEL

## Registration Instructions for ADP Self Service

7. **Create your account with the Diocese Of Monterey:** create a **User ID**, **password** (case sensitive) and **Accept Terms and Conditions** and select **CREATE YOUR ACCOUNT**:



One more step, Your Name!

Create your account with Diocese Of Monterey

User ID \*

Password (case sensitive) \*

Confirm password (case sensitive) \*

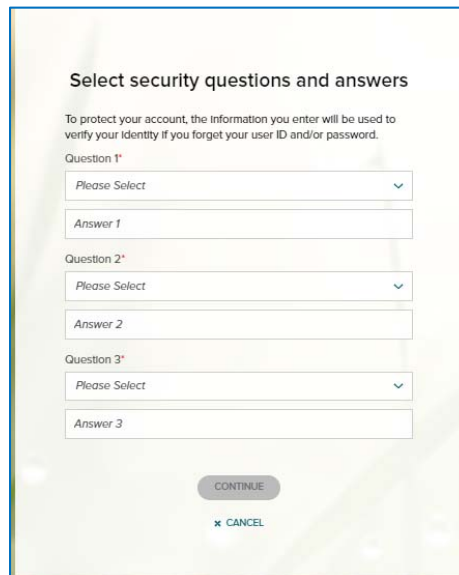
Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

CREATE YOUR ACCOUNT

CANCEL

8. Select three (3) security questions and answers and click **CONTINUE**.  
**Important:** The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember.



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.

Question 1\*

Please Select

Answer 1

Question 2\*

Please Select

Answer 2

Question 3\*

Please Select

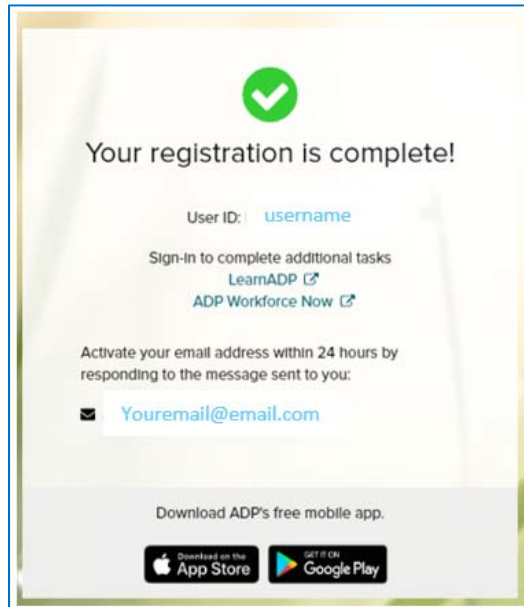
Answer 3

CONTINUE

CANCEL

## Registration Instructions for ADP Self Service

9. CONGRATULATIONS! You have completed your online registration.  
Your **User ID** is displayed at the “Your registration is complete!” prompt. **NOTE:** to complete your registration, you will be asked to activate your email address within 24 hours by responding to the message sent to you by ADP.



Your registration is complete and you're ready to access ADP Self Service, your one-stop shop for employee, payroll, and data management.