

Self Service Registration Quick Reference

ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist in meeting that commitment, you must register before using their services.

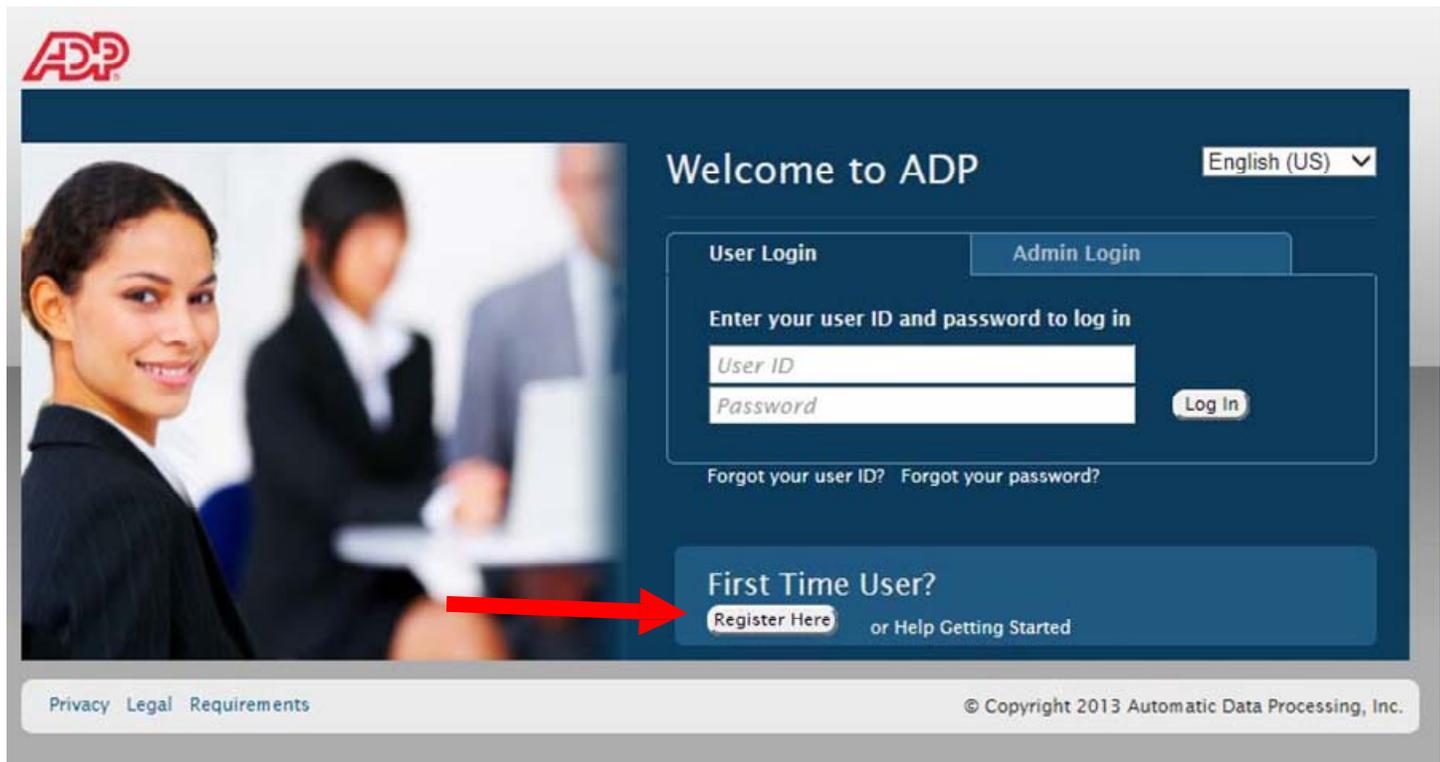
During registration, you will do the following:

- Establish your user ID and create your password.
- Establish your contact phone numbers and select an email address to receive notifications from Emerald Health Services or ADP.
- Select security questions and enter security answers to protect your account.

Before You Begin: Your registration code is **ehsnurses-1234** be sure to keep this handy.

Let's Begin

1. Go to <https://workforcenow.adp.com/public/index.htm>
2. At the Welcome Screen, click on "Register Here".



ADP

Welcome to ADP English (US) ▼

User Login Admin Login

Enter your user ID and password to log in

User ID

Password Log In

[Forgot your user ID?](#) [Forgot your password?](#)

First Time User?

Register Here [or Help Getting Started](#)

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3. Enter the Self Service Registration Pass Code which is: **ehsnurses-1234** (this is case sensitive)



Register for ADP Services

Step 1 Begin Registration **Step 1 of 7: Begin Registration**

Step 2 Verify Identity Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

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

Registration Code: *

Previous Next Done

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4. Click Next
5. For the Identity type drop down, select **Partial SSN**. Enter your name and personal information exactly as they exist in your company records.

ADP

Register for ADP Services

Step 1 Begin Registration ✓

Step 2 Verify Identity **Step 2 of 7: Verify Identity**

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.

Company Name: Company (Not your company? Re-enter your registration code.)

Identity Type: Full SSN

First Name: *

Last Name: *

SSN or EIN or ITIN: *

Confirm SSN or EIN or ITIN: *

Note: The options available on this page may vary based on your company setup.

6. Establish your user ID and create your password to log in to your ADP service. Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

ADP

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 3 of 7: Get User ID & Password

Welcome, New User
You will use this Information to log in to your ADP service.

Your User ID: _____

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.

Password: _____
Password strength: Strong

Confirm Password: _____

The mnemonic, "The first time I traveled to a foreign country I was 9 years old." can be used to create the password "tftlt2 FC1w9y0" using the following techniques-

- Use the first letter of most words.
- Capitalize all letters in the first half of the alphabet.
- Use similar-looking substitutions i.e., I for 1, 2 for "to", ! for a, etc.

7. Select security questions and enter security answers to protect your account. Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to read the questions carefully and enter appropriate answers that you will remember later.

Note: You will be required to respond with the exact answers to confirm that you are the rightful owner of the account if you ever forget your user ID or password.

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 contains 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). Steps 1, 2, and 3 are marked with green checkmarks. Step 4 is the current step, highlighted with a dark grey background and a white arrow pointing right. The main content area displays "Step 4 of 7: Select Security Questions and Answers". Below this, there is a paragraph: "To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password." This is followed by the heading "Security Questions and Answers" and a note: "Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember." There are three question-answer pairs, each consisting of a question label, a text input field, and a dropdown menu. The questions are: "Question 1", "Question 2", and "Question 3". The answers are labeled "Answer 1", "Answer 2", and "Answer 3".

ADP

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:

8. Enter your contact information to receive notifications from Emerald Health Services or ADP. The contact information you enter here may also be used to retrieve your forgotten user ID or password.

NOTE: ADP will send an activation code to your email address and/or phone numbers to confirm they belong to you.

ADP

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 AOP. AOP will send you an activation code to confirm that we can contact you.

AOP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or work items need your attention. If you forget your login information, AOP 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, AOP can send you a text message with your temporary password and/or user ID. AOP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. Terms and conditions.

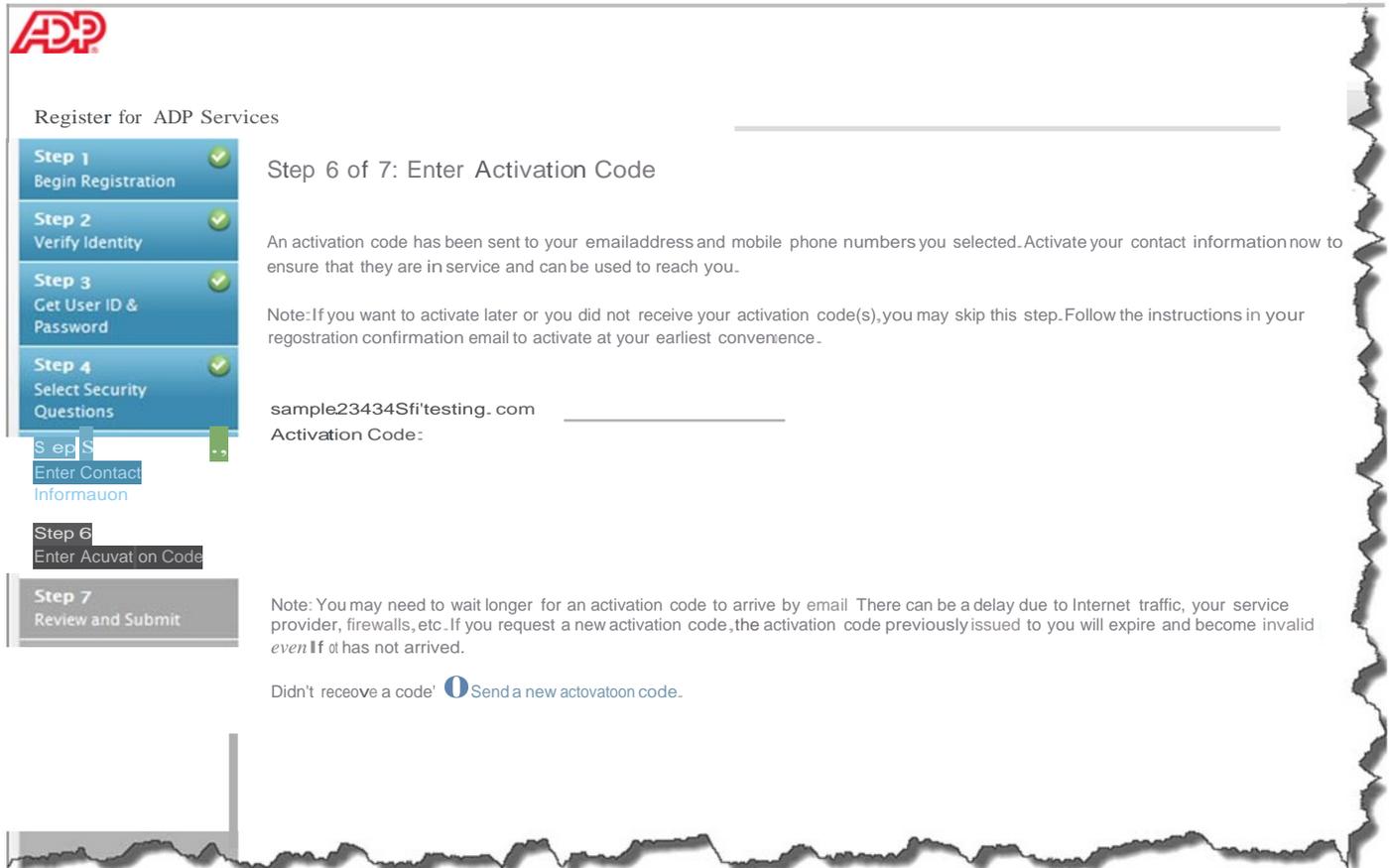
Work Phone: United States +1 _____ | Ext. _____ I authorize AOP to send my login information to this phone at my request.

Work Mobile: United States +1 _____ I authorize AOP to send my login information to this phone at my request.

Personal Mobile: United States +1 _____ I authorize AOP to send my login information to this phone at my request.

9. Enter the activation code(s) you received from ADP for your email address and/or mobile phone numbers. By activating your email address and mobile phone numbers, you receive a temporary password and/or your user ID by email or as a text message from ADP, upon your request.

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 did not receive your activation code or prefer to complete this step later, you can skip this step and follow the instructions in the registration confirmation email.



The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it, the text "Register for ADP Services" is displayed. A vertical progress bar on the left contains seven steps, each with a green checkmark: 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). The main content area is titled "Step 6 of 7: Enter Activation Code". It contains the following text: "An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you." Below this is a note: "Note: 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 at your earliest convenience." There is a text input field containing "sample23434Sfi'testing.com" and a label "Activation Code:". At the bottom, there is a link: "Didn't receive a code? [Send a new activation code.](#)"

10. Review your information and Click **Done**

The screenshot shows the ADP registration process at Step 7 of 7: Review and Submit. On the left, a vertical navigation bar lists seven steps, each with a green checkmark. Step 7 is highlighted with a dark arrow. The main content area is titled "Step 7 of 7: Review and Submit" and includes instructions: "Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous." Below this, there are three sections: "User ID:" with a text input field; "Security Questions and Answers" with three questions and their corresponding answer fields; and "Contact Information" with a "Work:" label, the email address "sample234345@testing.com", and a "Use for Notifications" checkbox. At the bottom right, there are three buttons: "Previous" (with a left arrow), "Next" (with a right arrow), and "Done" (with a green checkmark).

11. Congratulation! You are now registered.

To access your ADP Service, click **Log In** to manage your account information to keep it accurate



The screenshot shows the ADP registration completion screen. At the top, it says "Register for ADP Services". Below this is a green banner with a checkmark icon and the text "Your registration is complete!". Underneath is a blue information box with an "i" icon, titled "Go Mobile with ADP*", containing text about mobile solutions and a "Learn more" link. Below that is another blue box titled "Ready to Get Started with ADP® Mobile Solutions?" with text about logging in and a "Settings menu" reference. The main section is titled "Log In to Your ADP Service" and contains text: "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." Below this text is a radio button labeled "ADP service". At the bottom left, there is a "Log In" button. The footer contains "Privacy Legal" on the left and "© Copyright 2012 Automatic Data Processing, Inc." on the right.