Welcome to your ADP Workforce Now Employee self-service website, offering:
*direct access to your information
*availability 24/7
*access from home or office

First-time registration to Workforce Now
Registration passcode: arcopcnty-1234
Go to: https://workforcenow.adp.com, click on the ‘Register Here’ button toward the bottom of the screen and follow the instructions on the screen.

1. Enter identifying information, i.e. name, birth date
2. Enter email address, which will be used for notification, create your User ID and Password and pick security questions & answers
3. Accept the terms & conditions
4. Activate your email within 24 hours
5. Login!

Once you complete your registration, you can log on to ADP Workforce Now. In the User Login fields, enter your user ID and password. Then, click Log In.
Navigating your Workforce Now website

View and edit your personal information

Home Page Overview

When you log on to ADP Workforce Now, the Employee Self Service Home page is displayed. The page includes company information, links to various forms and policies, and a company directory search.

The Menu Bar

On the menu bar, you can do the following.

- Select to access various pages on the site.
- Click to access the Message Center, the Calendar, My Profile, Support and Logout.
- Click to search for people and activities.

Viewing the Message Center

Click the first icon to access the Message Center. The number that displays below the envelope indicates the number of new or unread messages.

Viewing My Profile

Click the My Profile icon on the menu bar to display a business card with your information. This information is also displayed in our company directory.

Myself Menu Overview

On the Myself menu, you can access your personal, career, and work-related information.

- Click an activity to view or update your information, or to complete certain tasks.

Important: Only your manager or designated human resources or payroll representatives can update certain information.

Myself > Personal Profile

The Personal Profile page contains personal information such as your contact and address.

To update your information, click Edit.

Enter your changes and click Done.

Myself > Pay > Pay Statements

On the Pay Statements page, you can view your current and previous pay statements, and any adjustments.

View your pay statements in three ways:

1. Click to set up notifications to receive emails when new pay statements are available.
2. [Diagram showing steps to view pay statements]
3. [Diagram showing steps to set up notifications]

To view details or respond to a message, click the Action icon.