



# ADP Portal Registration

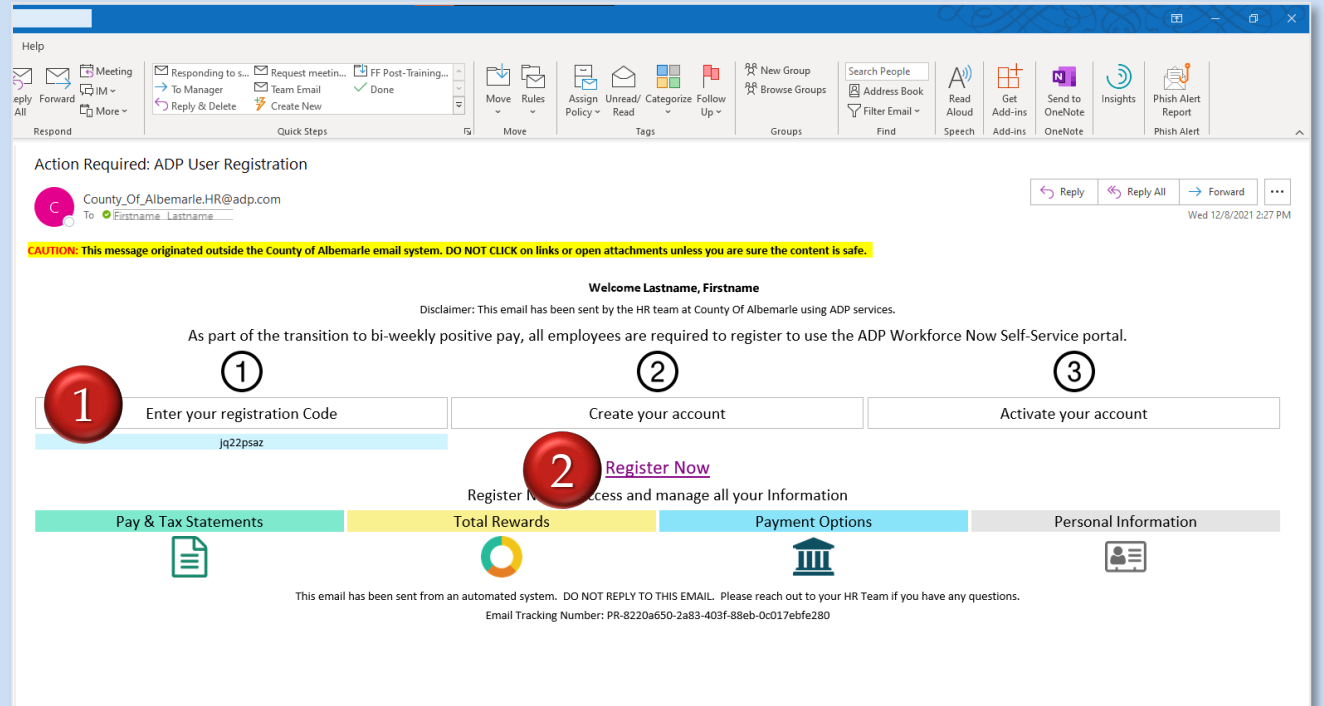
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A step-by-step guide

# Invitation Email

Check your email for an invitation to register in the ADP portal. It will come from “County\_Of\_Albemarle.HR@adp.com” and may appear in the Other tab of your email, marked as external.

1. Make note of the **registration code**.
2. Click the **Register Now** link in the center or navigate to <https://workforcenow.adp.com>.

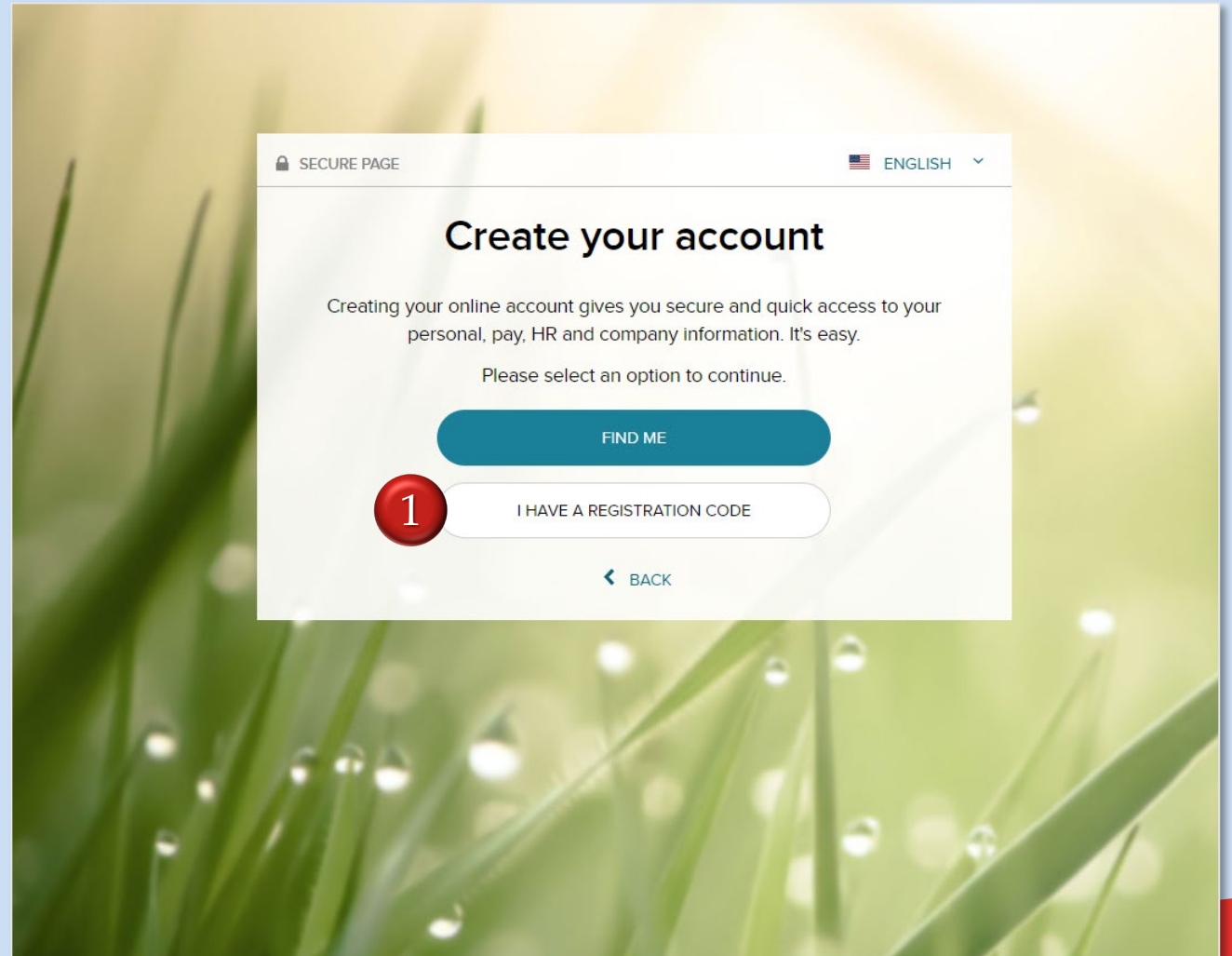


# Create Your Account


On this screen, you may begin the registration process.

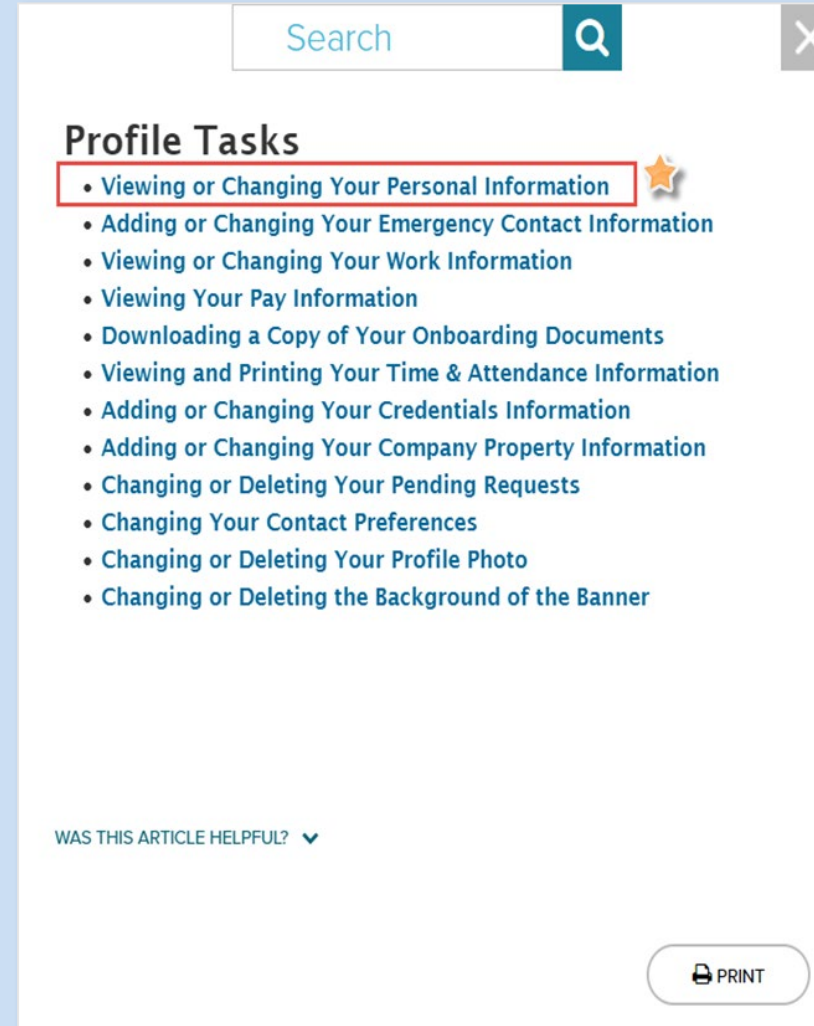
1. Click the **I Have A Registration Code** button.


**Note:** If you have an ADP account through a previous employer, please do not use it.




## TIP


Throughout the application, when you see the **question mark icon**  at the top of your screen, you may click this icon to bring up a list of documents outlining how to perform the activity. For example, under the profile tasks area, the documents available are listed below which are available to print.




Search 

### Profile Tasks

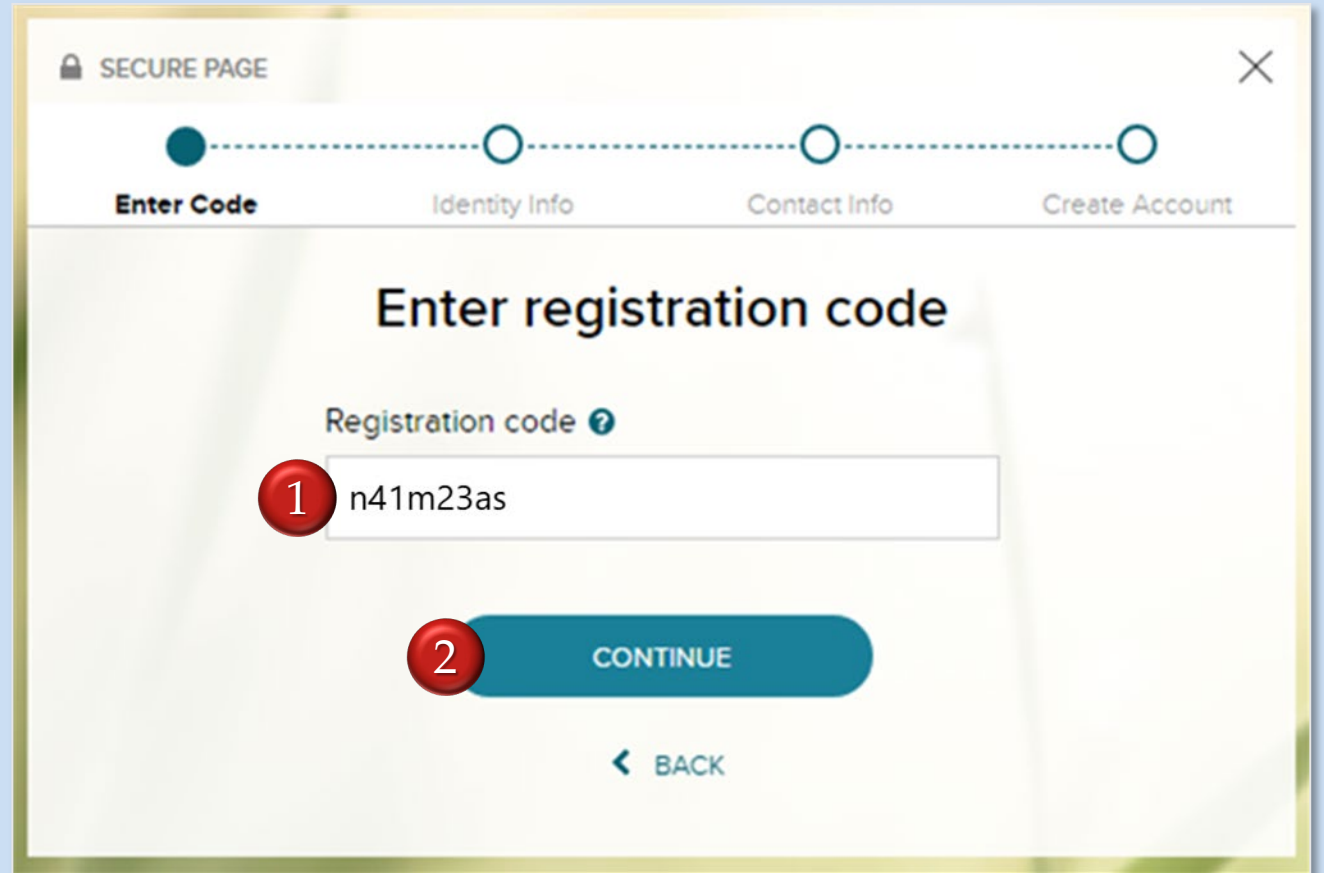
- **Viewing or Changing Your Personal Information** 
- Adding or Changing Your Emergency Contact Information
- Viewing or Changing Your Work Information
- Viewing Your Pay Information
- Downloading a Copy of Your Onboarding Documents
- Viewing and Printing Your Time & Attendance Information
- Adding or Changing Your Credentials Information
- Adding or Changing Your Company Property Information
- Changing or Deleting Your Pending Requests
- Changing Your Contact Preferences
- Changing or Deleting Your Profile Photo
- Changing or Deleting the Background of the Banner

WAS THIS ARTICLE HELPFUL? 

 PRINT

# Enter Code

1. Enter the **registration code** from the email into the Registration code field.
2. Click **Continue**.



SECURE PAGE

Enter Code Identity Info Contact Info Create Account

## Enter registration code

Registration code ?

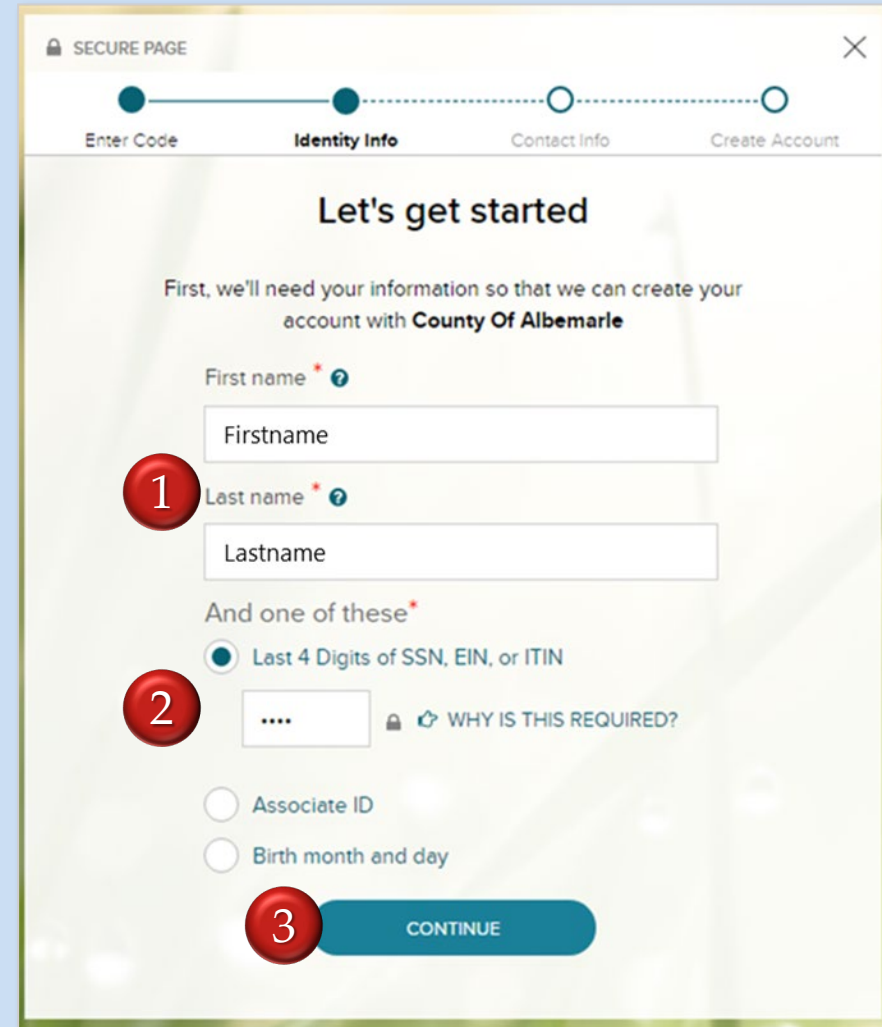
1 n41m23as

2 CONTINUE

← BACK

# Identity Info

1. Enter your **First Name** and **Last Name** in the respective fields.
2. Select the **Last 4 Digits of SSN, EIN, or ITIN** option, then enter the **last 4 digits of your SSN**.
3. Click **Continue**.



SECURE PAGE

Enter Code Identity Info Contact Info Create Account

### Let's get started

First, we'll need your information so that we can create your account with **County Of Albemarle**

First name \* ?

1 Last name \* ?

And one of these\*

Last 4 Digits of SSN, EIN, or ITIN

2  [WHY IS THIS REQUIRED?](#)

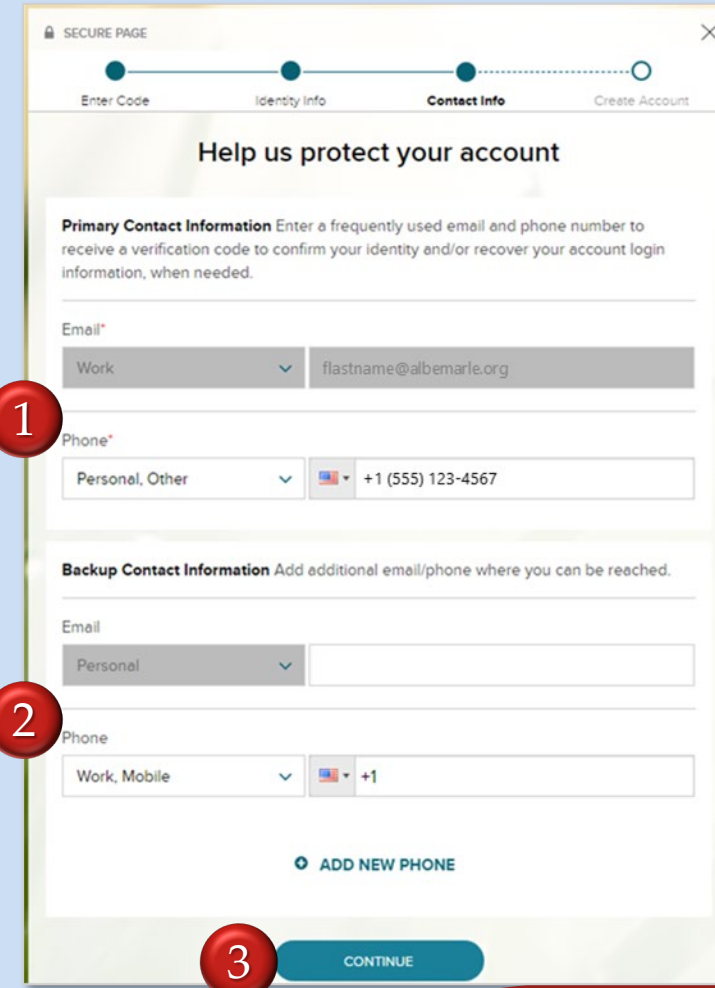
Associate ID

Birth month and day

3

# Contact Info

1. Your **Email** and **Phone Number** will automatically be populated in the appropriate fields. Verify that these are correct.
2. If desired, enter a **Backup Email** and/or **Backup Phone Number**.
3. Click **Continue**.



SECURE PAGE

Enter Code Identity Info **Contact Info** Create 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\*  
Work ▼ lastname@albemarle.org

Phone\*  
Personal, Other ▼ +1 (555) 123-4567

**Backup Contact Information** Add additional email/phone where you can be reached.

Email  
Personal ▼

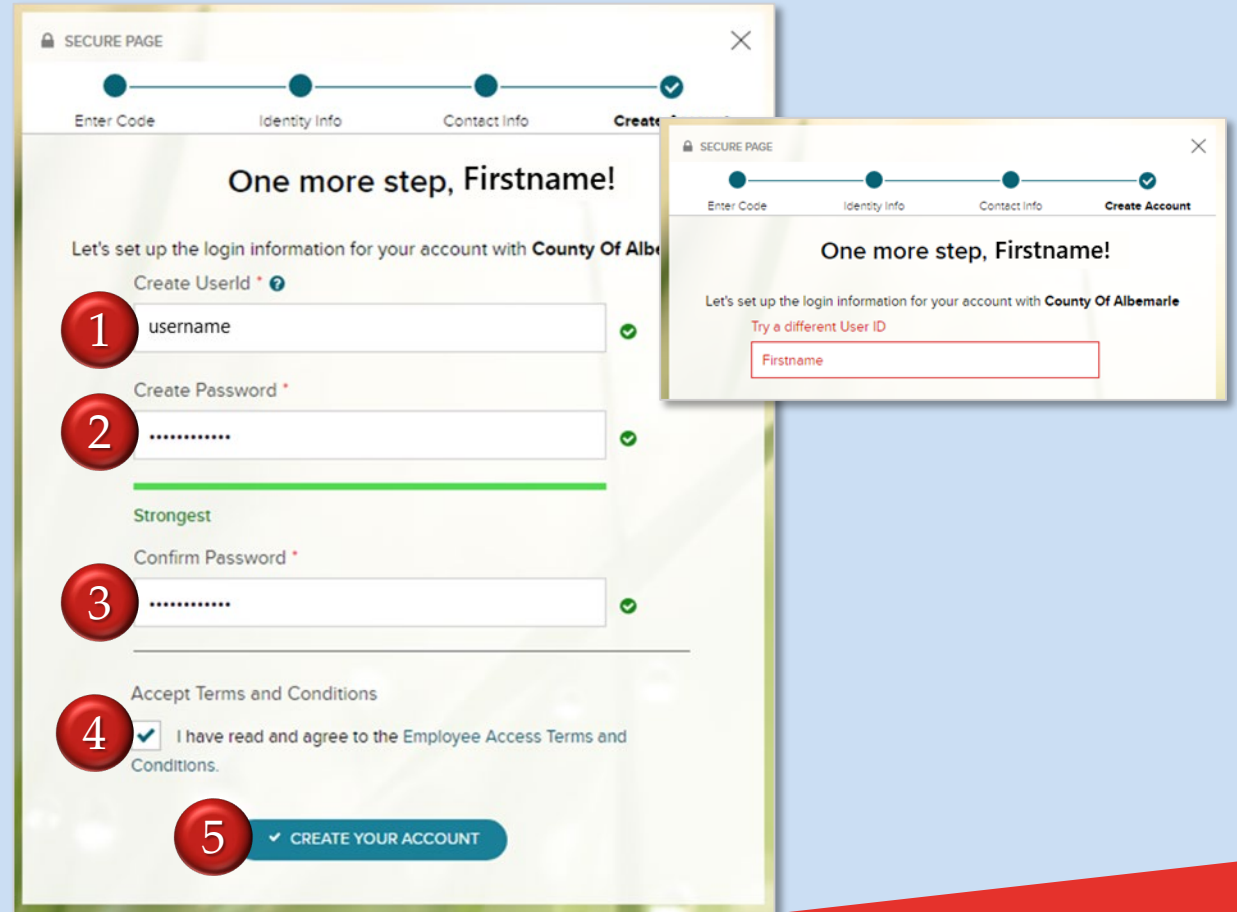
Phone  
Work, Mobile ▼ +1

[ADD NEW PHONE](#)

**3** CONTINUE

# Create Account

1. Enter a **User ID** consisting of at least 4 letters, numbers, or special characters. Please note that the User ID is not case sensitive, and that ADP automatically checks the User ID for uniqueness.
2. Create a **Password**, following the guidelines below the Password input field.
3. Re-enter the **Password** to confirm.
4. Click in the **checkbox** to accept the Terms and Conditions.
5. Click **Create Your Account**.



The image shows a screenshot of a web form titled "One more step, Firstname!". The form is part of a "SECURE PAGE" and includes a progress bar at the top with four steps: "Enter Code", "Identity Info", "Contact Info", and "Create Account". The main heading is "One more step, Firstname!". Below this, the text reads "Let's set up the login information for your account with County Of Albemarle". The form contains the following fields and elements:

- 1** Create Userid \* (username): A text input field with a green checkmark to its right.
- 2** Create Password \*: A password input field with a green checkmark to its right.
- 3** Confirm Password \*: A password input field with a green checkmark to its right.
- 4** Accept Terms and Conditions: A checkbox with a green checkmark, followed by the text "I have read and agree to the Employee Access Terms and Conditions."
- 5** CREATE YOUR ACCOUNT: A blue button with a white checkmark and the text "CREATE YOUR ACCOUNT".

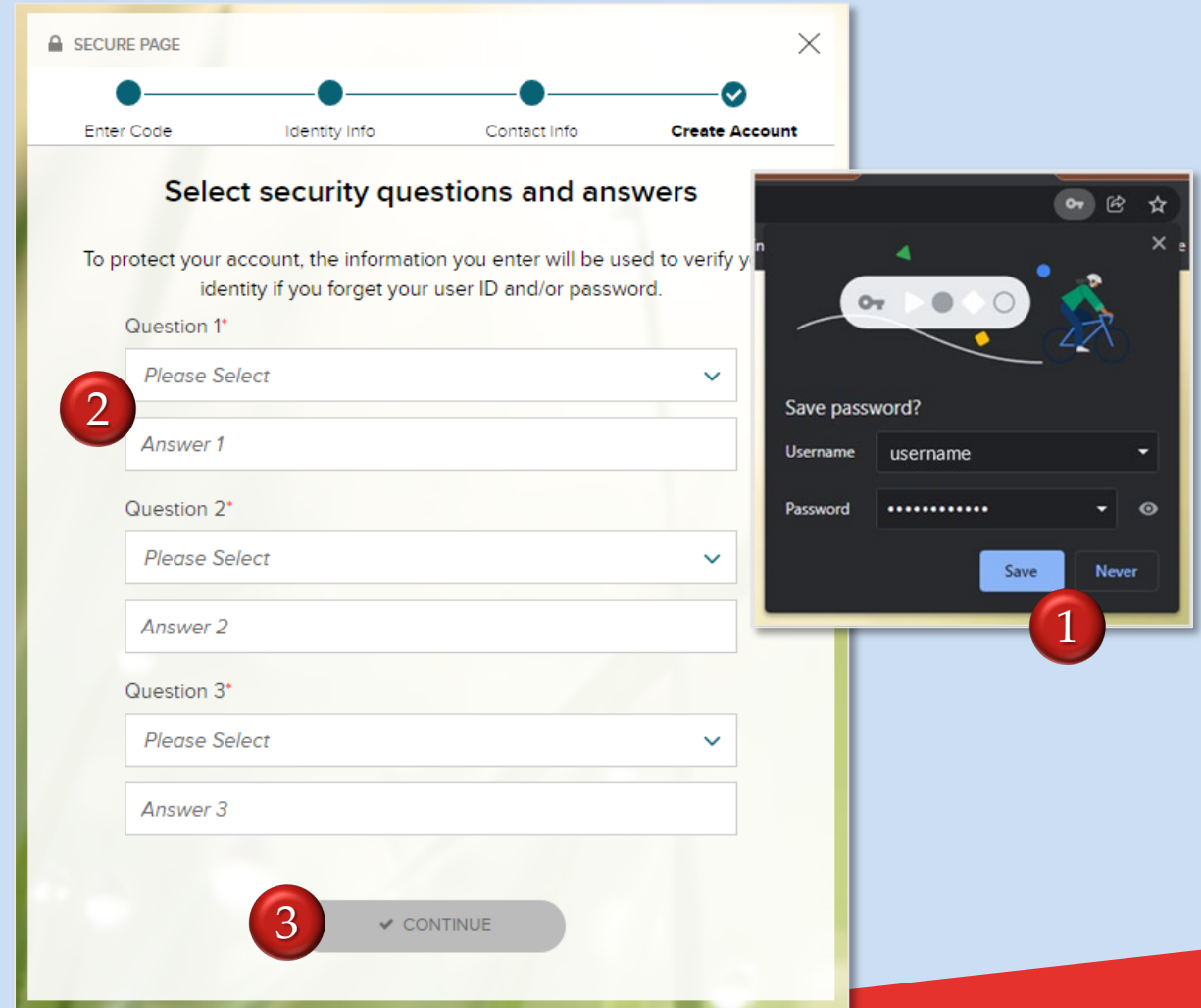
A smaller, semi-transparent version of the form is overlaid on the right side, showing the "Firstname" input field with a red border, indicating an error or required field.



# Security Questions

1. The browser may offer to save your password. If you are using a personal device when registering, you may click **Save** to save it, if desired. Remember that you will still have to remember and enter it when using a non-personal device.
2. Select a **Security Question**, then enter the corresponding **Answer** in the text field below the question.  
  
Repeat this for the other two security question fields.
3. Click **Continue**.

If this screen does not appear, we recommend selecting and answering the security questions manually in your account.



The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info', and 'Create Account' (which is currently active). The main heading is 'Select security questions and answers'. Below this, a message states: 'To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.' There are three 'Question' fields, each with a dropdown menu labeled 'Please Select' and a corresponding 'Answer' text field. A red circle with the number '2' is placed over the first question's dropdown. At the bottom of the form is a 'CONTINUE' button with a checkmark, and a red circle with the number '3' is placed over it. Overlaid on the right side of the form is a browser's 'Save password?' dialog box. It shows 'Username' as 'username' and 'Password' as masked characters. There are 'Save' and 'Never' buttons. A red circle with the number '1' is placed over the 'Save' button.

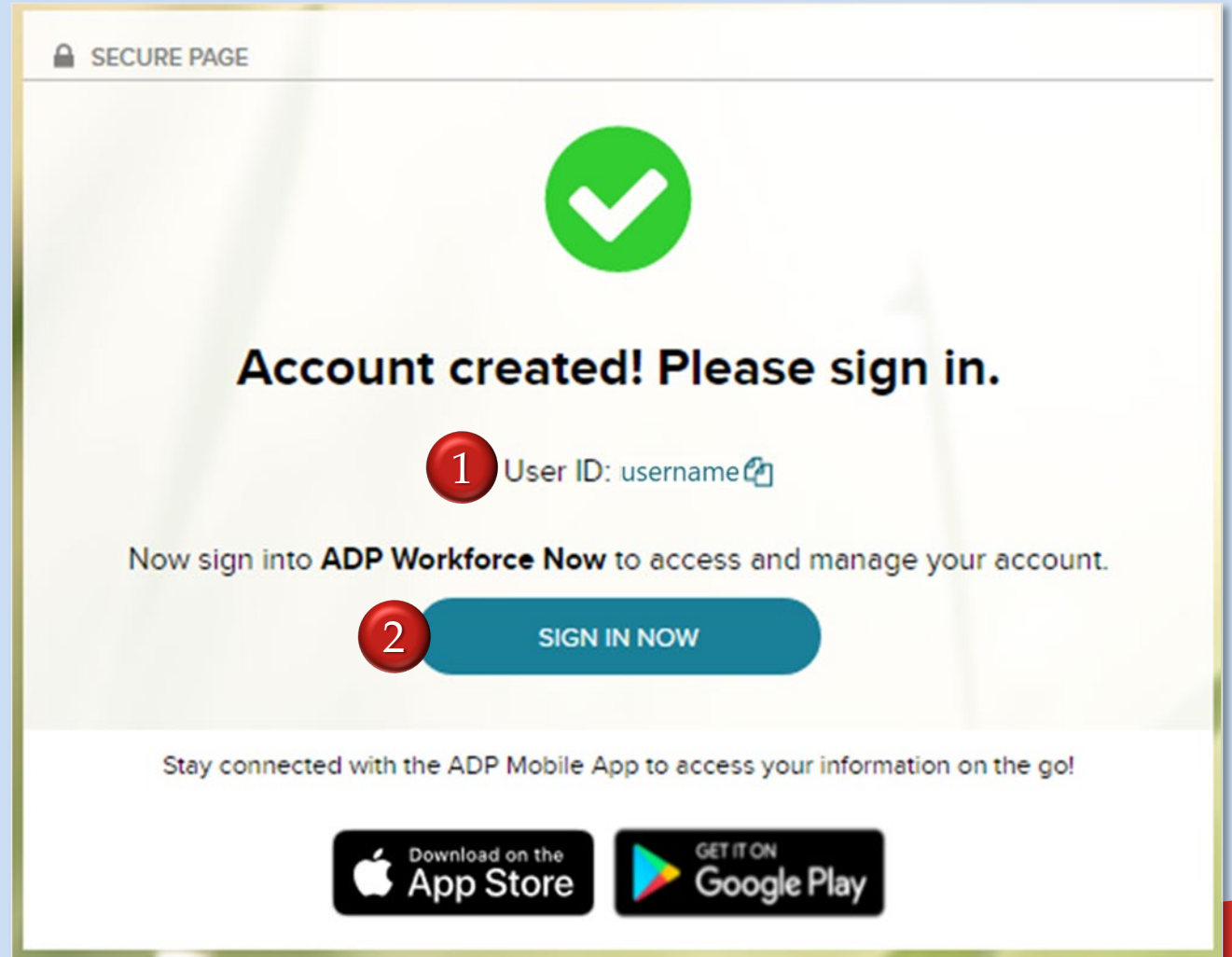
# Success!

Once all steps for registration have been completed, you should see the screen shown to the right.

It will display the following:

1. Your **User ID**
2. A **Sign In Now** button

**Note:** If you entered backup contact information, this will be displayed below the Sign In Now button.




# Confirmation Email


The ADP portal will also send an email to you confirming that you have been registered.

If you entered a backup email address, you will receive an email to that address to activate the backup email address.

ADP Generated Message: Welcome to ADP services!

 SecurityServices\_NoReply@adp.com  
To: Firstname Lastname

**CAUTION:** This message originated outside the County of Albemarle email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe



Hi Firstname Lastname,  
Thank you for setting up your account with ADP. We look forward to providing you with the best service.

Your User ID: username

To access an ADP service, click on a link below:  
ADP Workforce Now: <https://Workforcenow.adp.com/public/index.htm>

To manage your account information, log in to your ADP service, and go to Preferences.

Need help or have questions about your account? Contact your organization's administrator for assistance.

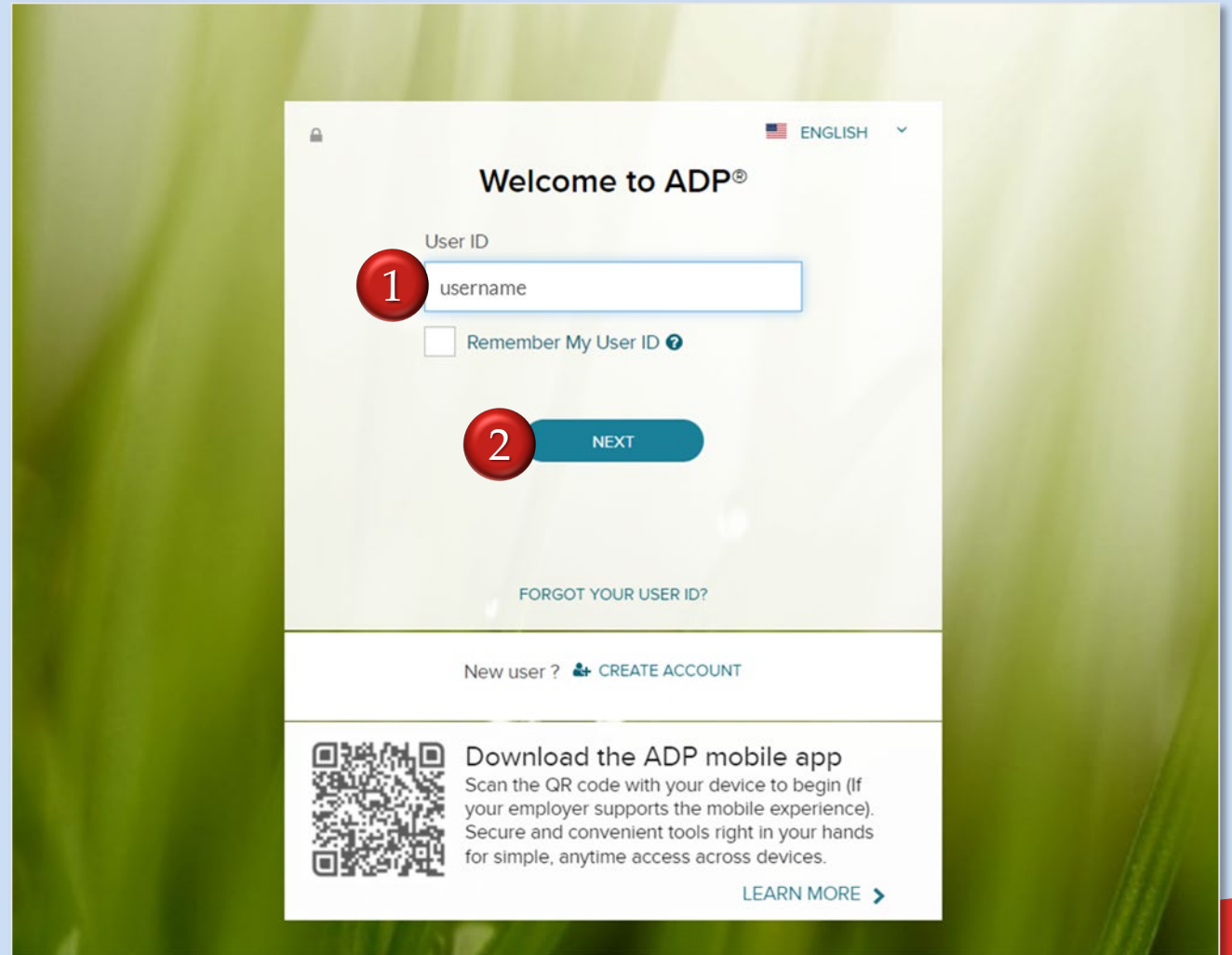
This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.  
Email Tracking Number: PR-5C8-F44-2G9T40

# First Log-In

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# User ID

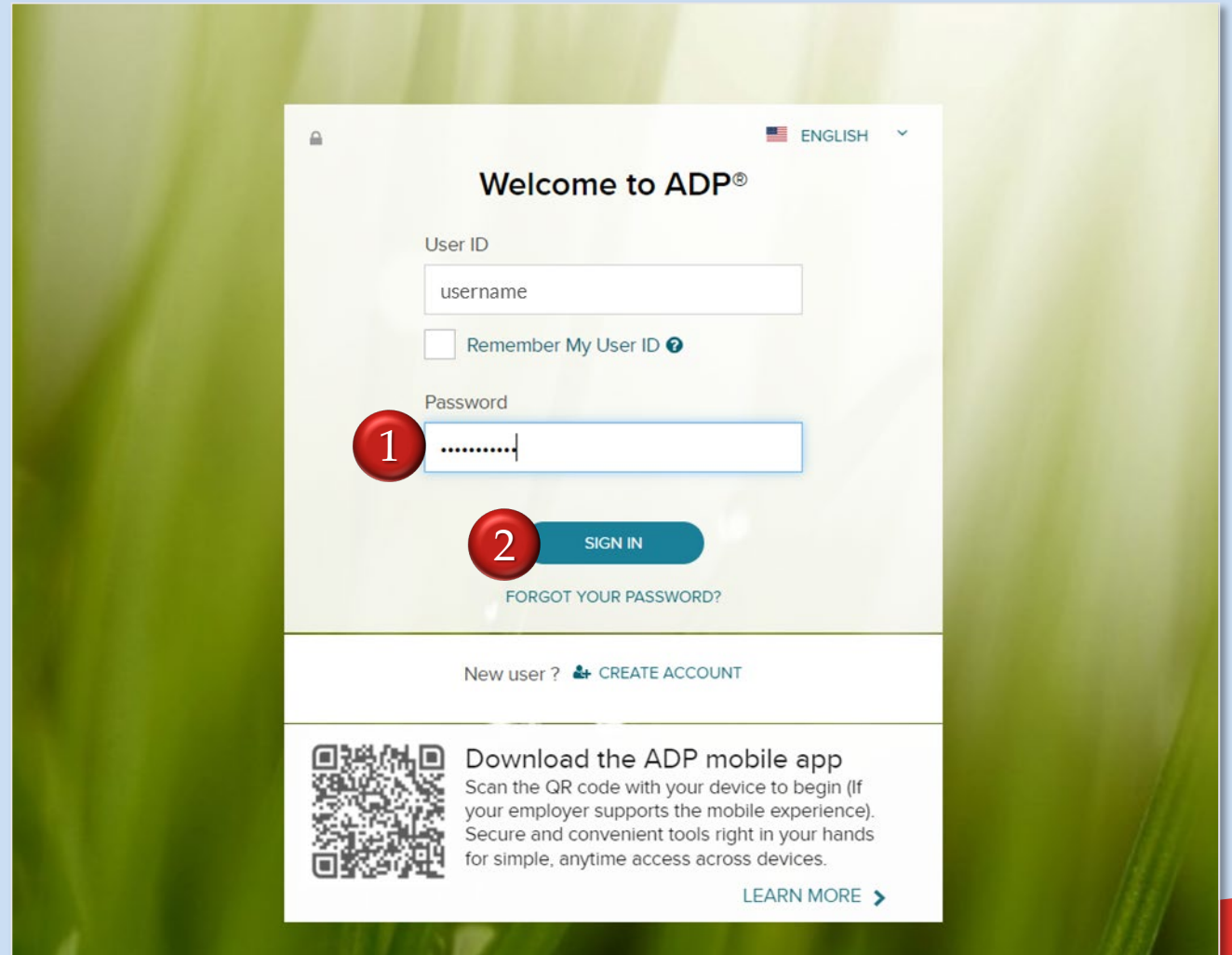
1. Enter your **User ID**.
2. Click **Next**.



The screenshot shows the ADP login interface. At the top right, there is a language selector set to "ENGLISH". The main heading is "Welcome to ADP®". Below this, the "User ID" section contains a text input field with "username" entered. A red circle with the number "1" is positioned to the left of the input field. Below the input field is a checkbox labeled "Remember My User ID" with a help icon. A blue "NEXT" button is located below the checkbox, with a red circle containing the number "2" to its left. At the bottom of the login section, there is a link for "FORGOT YOUR USER ID?". Below the login section is a white bar with the text "New user ?" and a "CREATE ACCOUNT" button. At the bottom of the page, there is a QR code and a section titled "Download the ADP mobile app" with descriptive text and a "LEARN MORE" link with a right-pointing arrow.

# Password

1. Enter the **Password**.
2. Click **Sign In**.

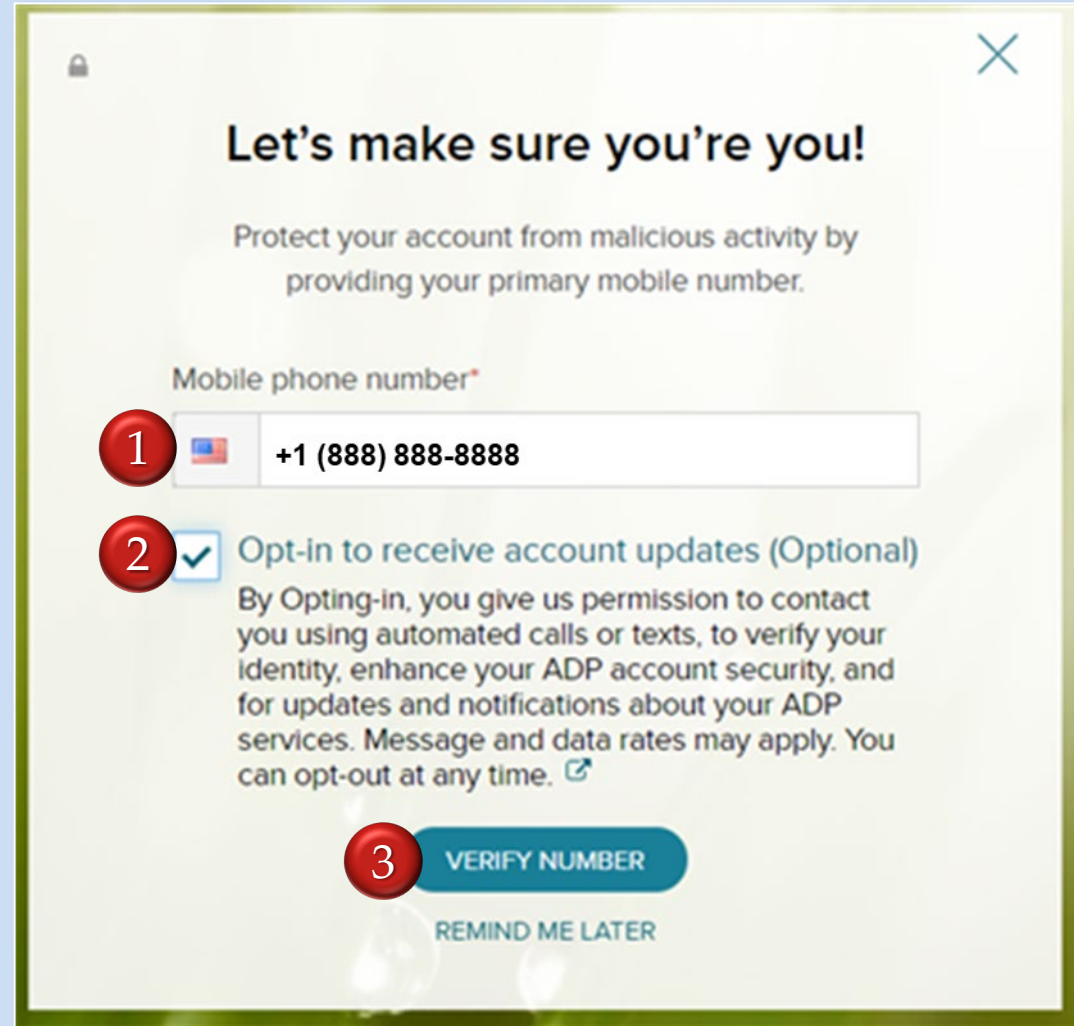


The screenshot shows the ADP login interface. At the top right, there is a language selector set to "ENGLISH". The main heading is "Welcome to ADP®". Below this, there are two input fields: "User ID" with the placeholder text "username" and "Password" with masked characters ".....". A red circle with the number "1" is positioned to the left of the password field. Below the password field is a "SIGN IN" button, with a red circle and the number "2" to its left. Underneath the button is a link for "FORGOT YOUR PASSWORD?". At the bottom of the form, there is a link for "New user ? + CREATE ACCOUNT". Below the form, there is a QR code and a section titled "Download the ADP mobile app" with a "LEARN MORE >" link.

# Adding a Mobile Phone Number

ADP can send a security code to your mobile phone to verify that you are logging in.

1. Enter a **Mobile Phone Number**.
2. Click the **Opt-in to receive account updates**, if desired. This will allow ADP to keep authenticating your logins, as well as allow ADP to send updates and notifications about ADP services.
3. Click **Verify Number**.



Let's make sure you're you!

Protect your account from malicious activity by providing your primary mobile number.

Mobile phone number\*

1

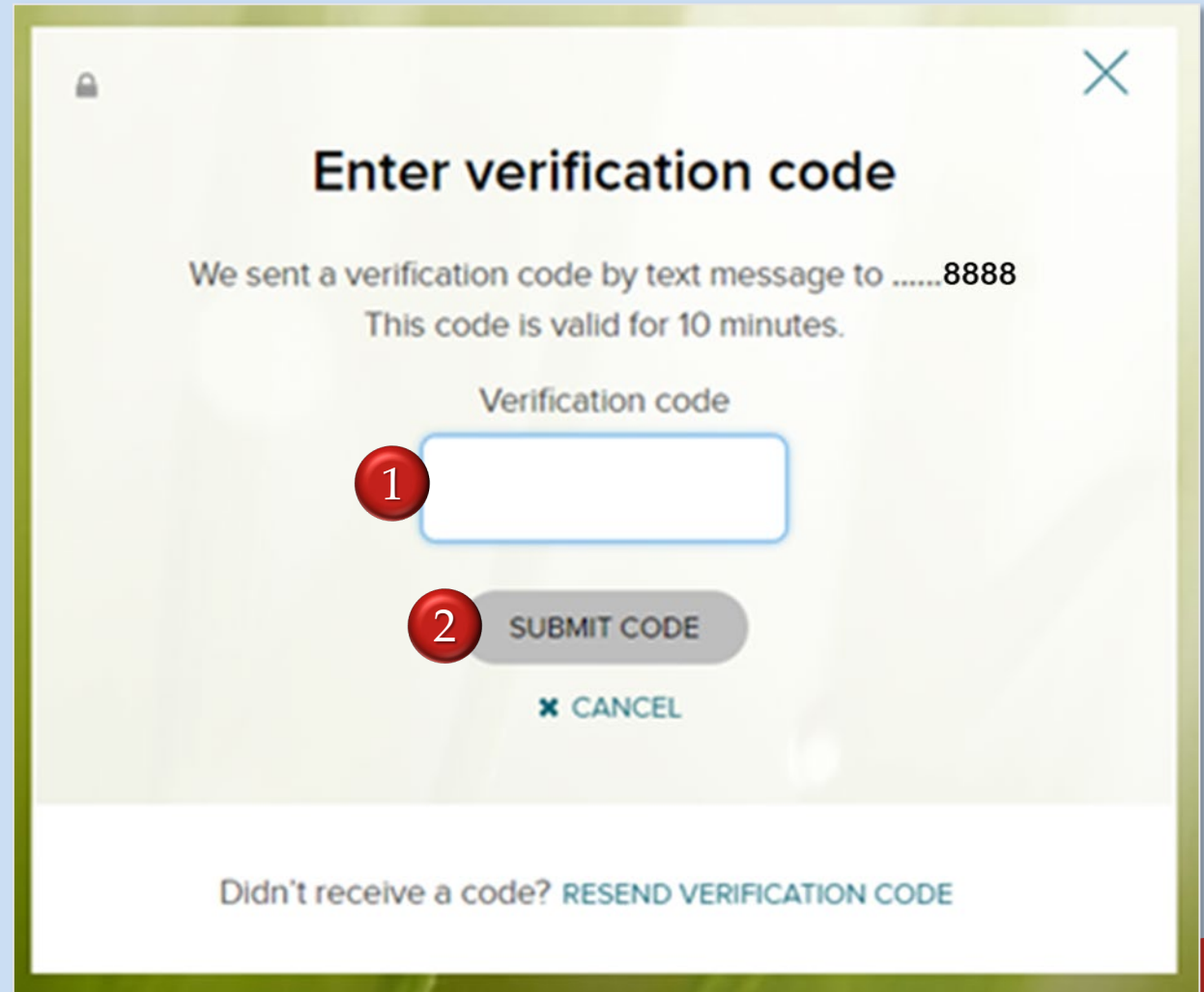
2  Opt-in to receive account updates (Optional)  
By Opting-in, you give us permission to contact you using automated calls or texts, to verify your identity, enhance your ADP account security, and for updates and notifications about your ADP services. Message and data rates may apply. You can opt-out at any time. [↗](#)

3 **VERIFY NUMBER**

REMIND ME LATER

# Verification Code

1. When you receive it, enter the **Verification Code**. It expires quickly, so be sure to use it as soon as you get it.
2. Click the **Submit Code** button.



The screenshot shows a mobile app interface for entering a verification code. At the top right is a close button (X). The main heading is "Enter verification code". Below it, a message states: "We sent a verification code by text message to .....8888. This code is valid for 10 minutes." There is a text input field labeled "Verification code" with a red circle containing the number "1" next to it. Below the input field is a "SUBMIT CODE" button with a red circle containing the number "2" next to it. Below the submit button is a "CANCEL" button with a red 'X' icon. At the bottom of the screen, there is a link that says "Didn't receive a code? RESEND VERIFICATION CODE".

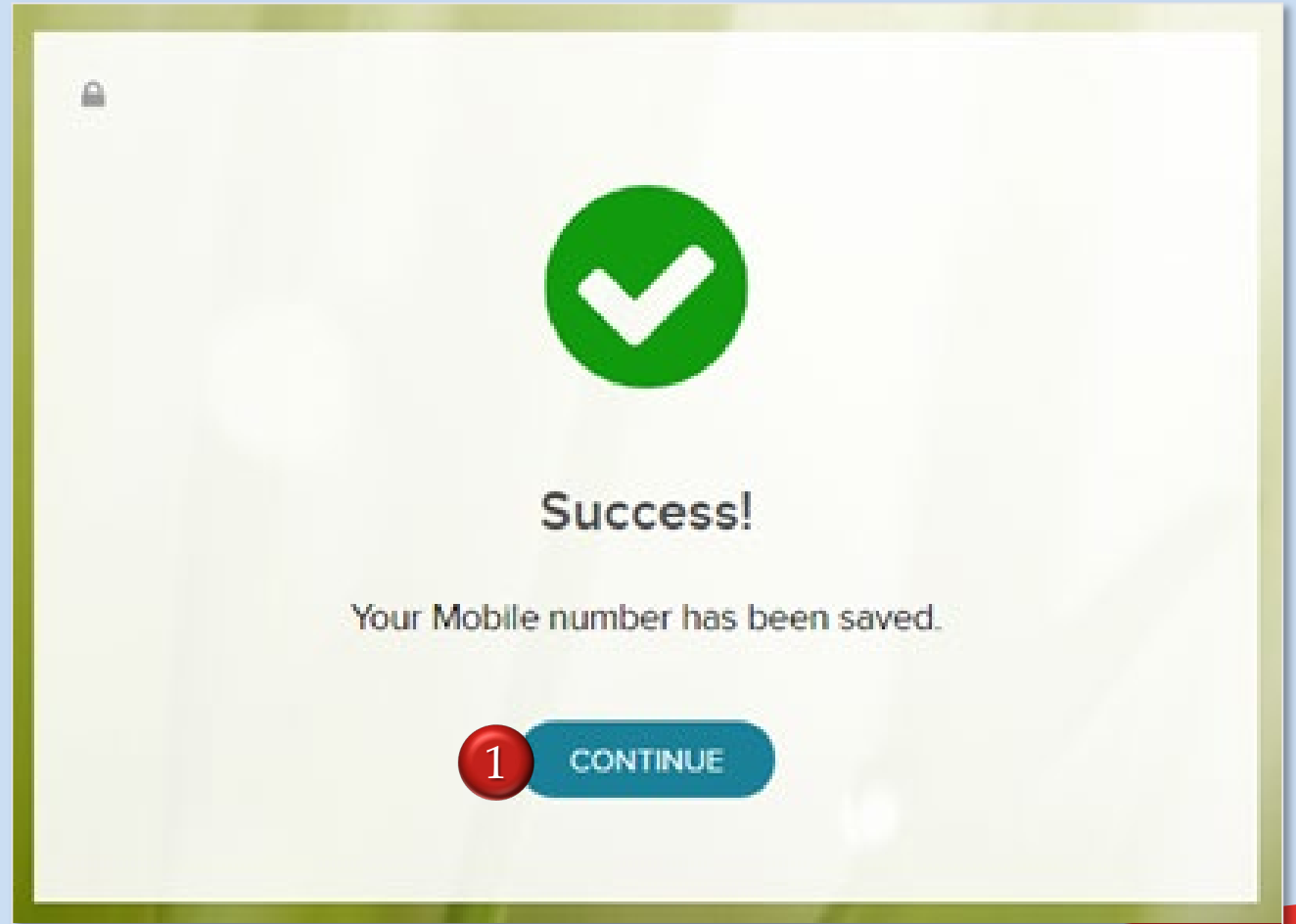


# Mobile Number Saved

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Once the Verification code has been received, you may proceed.

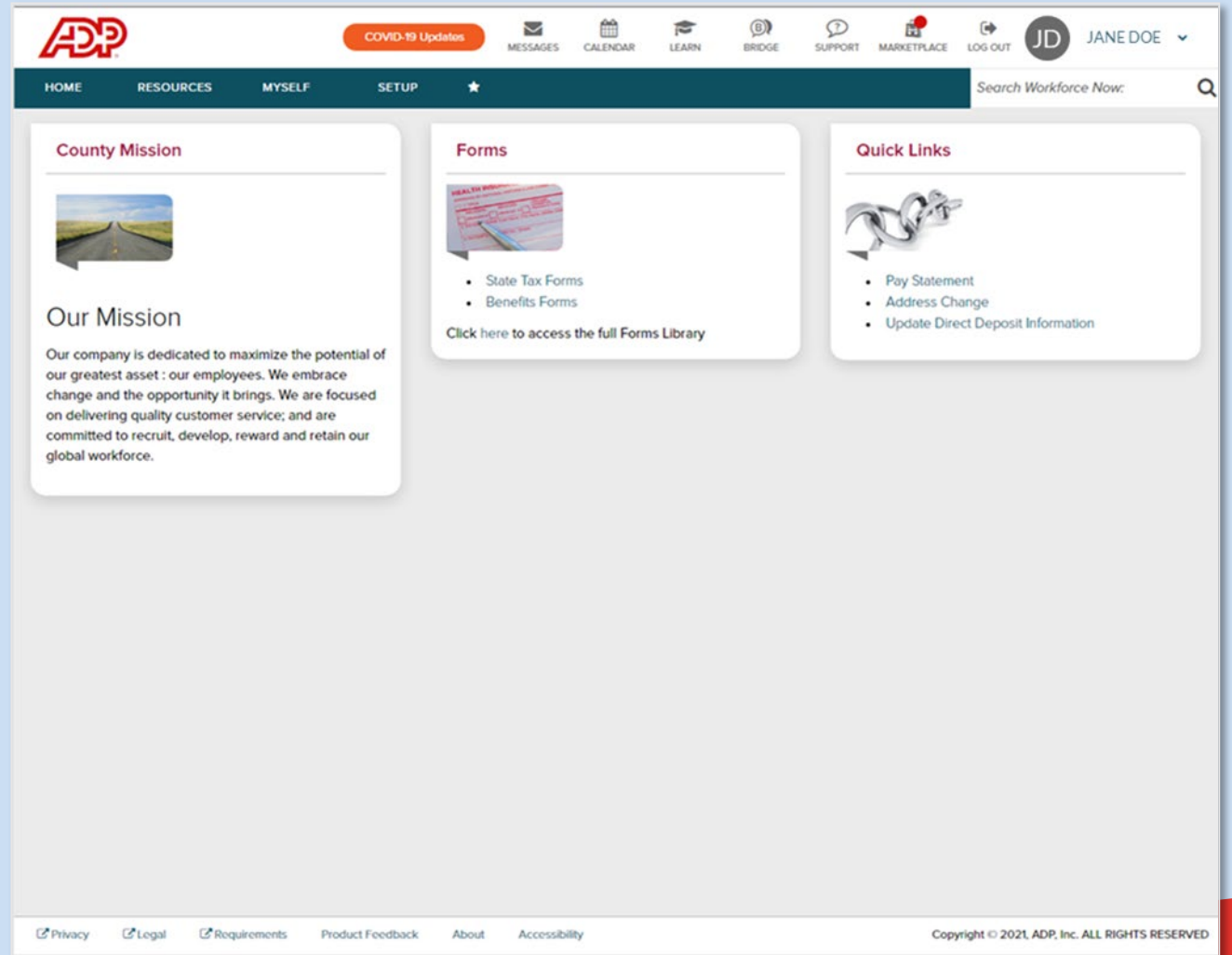
1. Click the **Continue** button.



# Landing Page

You have now successfully registered and logged in to ADP for the first time!

**Note:** the landing page may appear slightly different.




The screenshot shows the ADP landing page for a user named Jane Doe. The page features a navigation bar with the ADP logo, a COVID-19 Updates button, and various utility icons (Messages, Calendar, Learn, Bridge, Support, Marketplace, Log Out). Below the navigation bar is a search bar and a main content area with three columns: County Mission, Forms, and Quick Links. The County Mission section includes a photo of a road and a paragraph about the company's commitment to employees. The Forms section lists State Tax Forms and Benefits Forms, with a link to the full Forms Library. The Quick Links section lists Pay Statement, Address Change, and Update Direct Deposit Information. The footer contains links for Privacy, Legal, Requirements, Product Feedback, About, and Accessibility, along with a copyright notice for 2021 ADP, Inc.

ADP COVID-19 Updates MESSAGES CALENDAR LEARN BRIDGE SUPPORT MARKETPLACE LOG OUT JD JANE DOE

HOME RESOURCES MYSELF SETUP Search Workforce Now


### County Mission



### Our Mission

Our company is dedicated to maximize the potential of our greatest asset : our employees. We embrace change and the opportunity it brings. We are focused on delivering quality customer service; and are committed to recruit, develop, reward and retain our global workforce.


### Forms



- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

### Quick Links



- Pay Statement
- Address Change
- Update Direct Deposit Information

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