

Registering to see your Paycheck online:

<https://workforcenow.adp.com>

(Please Note: You cannot register online, until we run the first pay stub)

Employee will need the following information to register:

- Self Service Registration Pass Code: SSI01-456
- A recent Pay Statement & SSN
- An email address

Make sure the employee has the Self Service Registration Pass code, and a pay statement or W-2 statement & SSN. Click "register here" First time user on the login page and complete the registration and receive an ADP user ID and create a password

Also to access the pay stubs online for existing employees, log on to <https://workforcenow.adp.com> and click "User login"