We partnered with ADP Workforce Now, a secured online solution with a better user experience that provides convenient access to your payroll information. You'll be able to view:

- Your personal information
- Pay Stubs
- Tax Information
- 2019 W2 (viewable on or by January 31st, 2020)

NEW HIRES

Based on our internal workflow, your ADP payroll record is created on the following Tuesday evening starting your assignment. This means that on the designated Tuesday evening or Wednesday, ADP will automatically assign and email you a unique PRC (personal registration code) which will expire within 15 days from date of receipt.

It is imperative that you activate your account upon receiving the email from ADP; log onto www.workforce.adp.com and click on "need an account" SIGN UP button. You will not be reissued a new PRC.
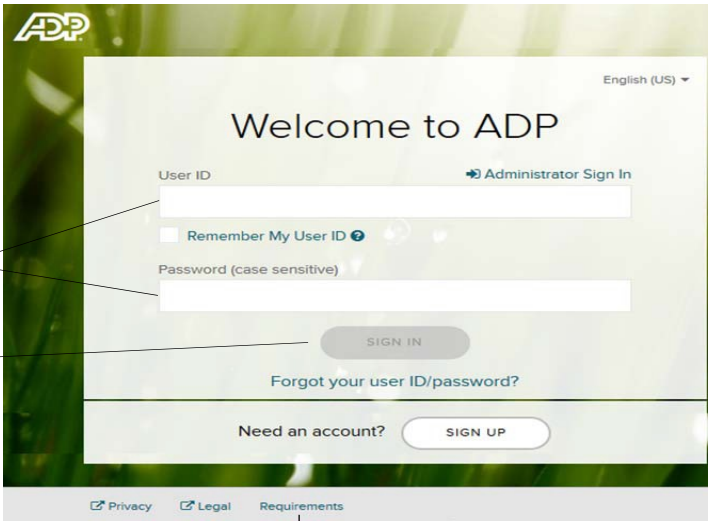
After registering, please retain your username and password. You will continue to have access to your Hire Counsel payroll information via ADP during and post your employment with Hire Counsel. **Please retain your username and password.**

REHIRES

After registering as an initial new hire, you created your account. Use your existing username and password to access your Hire Counsel payroll information. If you misplaced your username or password, log in to www.workforce.adp.com and click on "forgot you user ID/password?"

Getting to Your ADP Workforce Now Website

Welcome to your new ADP Workforce Now website! To get started at https://workforcenow.adp.com, enter your **User ID** and **Password** into the appropriate fields then click **Sign In**. To view supported internet browsers and operating systems, click the **Requirements** link.

Enter your **User ID** and **Password**.

Click **Sign In**.

Click **Requirements** to display browser and operating system requirements.
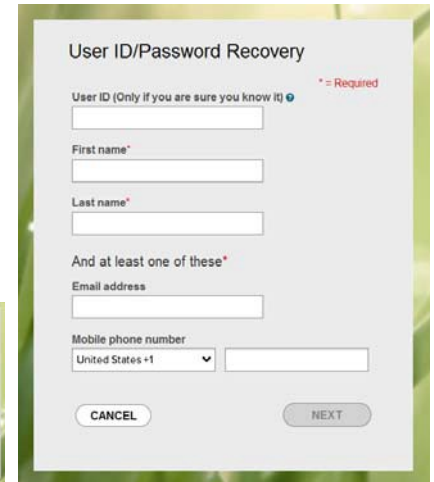
Need Help? Forgot Your User ID?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your User ID, you can use the **Forgot your User ID/Password?** link on your ADP service website to recover it. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

1   Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.

2   Enter **First name** and **Last name** exactly as they exist in your organization's records.

3   Enter an email address and/or mobile phone number associated with your account.
Note: For additional assistance, click the Help icon.

4   Click **Next** and follow the instructions on the site to recover your **User ID**.

Result: Upon successful verification of the information you entered, your User ID will be displayed.

5   Click **Log In** to access your ADP service
or
Click **I Don't Know My Password** to reset your account password.

Need Help? Forgot Your Password?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your **Password**, you can use the **Forgot your User ID/Password?** link on your ADP service website to reset your **Password**. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

1   Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.

2   Enter your **User ID**.

3   Enter **First name** and **Last name** exactly as they exist in your organization's records.

4   Enter an email address and/or mobile phone number associated with your account.

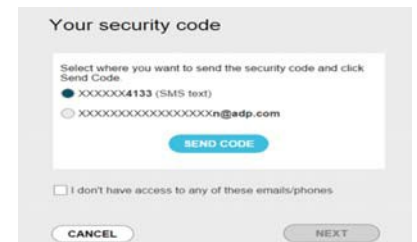**Note:** For additional assistance, click the Help icon.

5   Click **Next.**

6   Select the reset method and click **Send Code**:

- Request temporary **Code** to be sent via email to your activated email address.
- Request temporary **Code** to be sent as a text message to your activated mobile phone number.
Note: If you have not yet activated your email address and/or your mobile phone number, the email and text message options will not be available to you. Select the **I don't have access to this email address** checkbox and click **Next**. You will have to answer security questions to reset your password on the screen.

7   Retrieve the code sent to your email or phone and follow the instructions on the site to enter your new code within 15 minutes to reset your **Password**.

Note: If you are still unable to reset your **Password**, contact your company administrator for assistance.

ADP Workforce Now®
Using Pay Statements

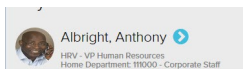## Viewing Your Pay Statements and Adjustments

Pay statement information can be updated either by you or by your administrator. Pay information you can update may include deductions, tax withholding, personal information, and so on, and you would access these tasks from the appropriate menu option and make updates, depending on your access permissions and if the activity is enabled for employees.

For example, you can update deductions taken from your pay if the deduction is set up to allow employee updates. To find out when the updates will be available for your pay check, check with your administrator.

Viewing Your Pay Statements

1. Select **Myself > Pay > Pay Statements**.

2. If you want to view your personal and pay detail information, click the blue arrow next to your name.

3. To view your pay statements, do either of the following:

📄 You can only view pay statements you received after your company started using pay statements. You can access your pay statements for three years. All available pay statements display.
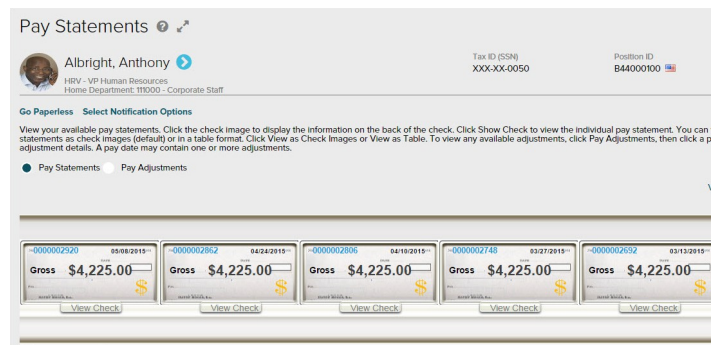
*   To view your statements from a check image, click **View Check**. You can also view net pay detail and amounts for a check when you click the check image.
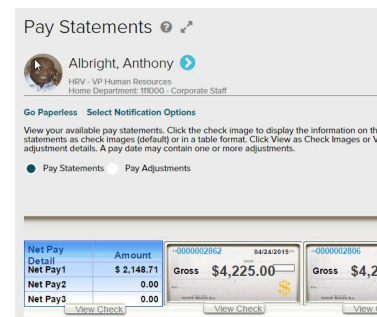
Figure 1. Pay Statements: Check View

Figure 2. Pay Statement Check Detail View