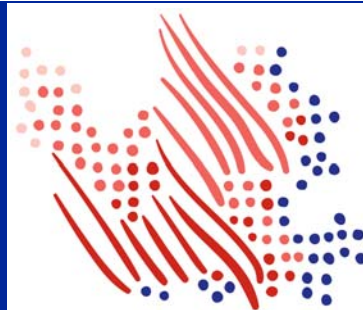# ADP Workforce Now®
Manager Welcome Card
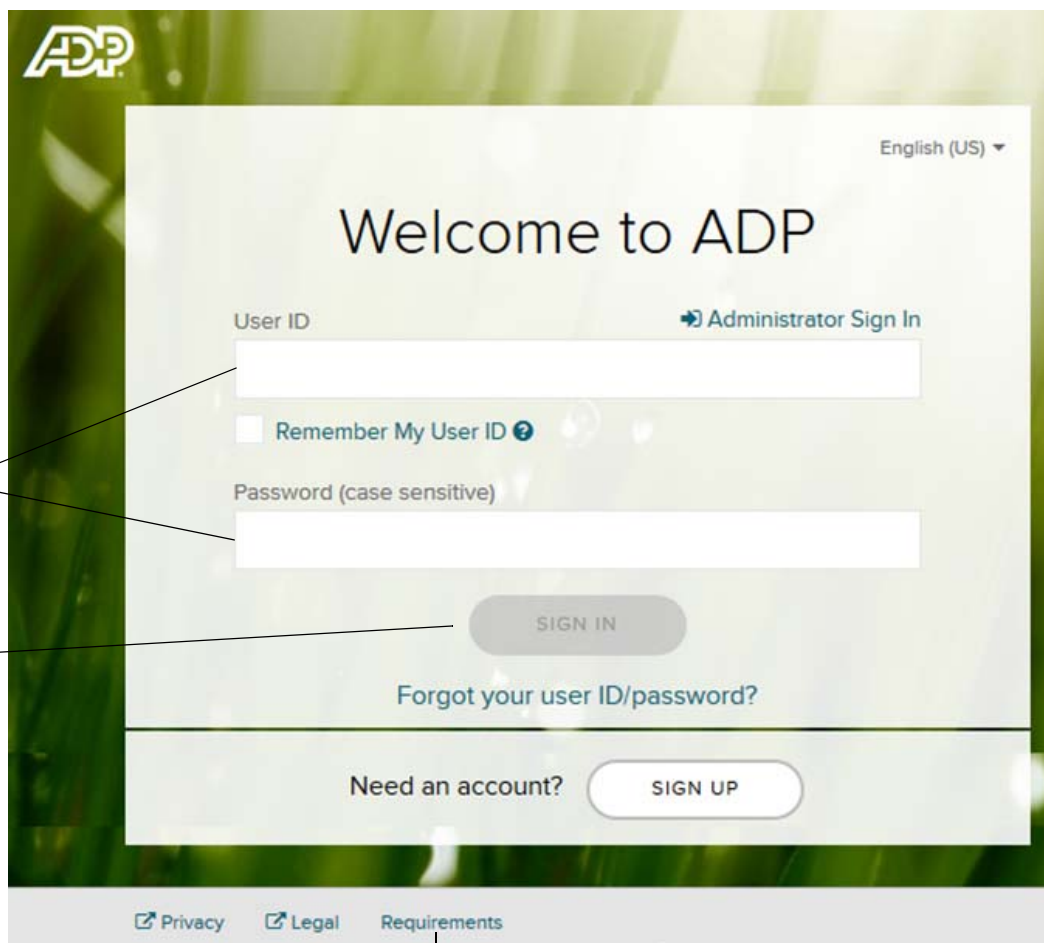
Getting to Your ADP Workforce Now Website

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.

Navigating Your Website

Now that you have logged into https://workforcenow.adp.com, finding important activities and information is easy. Use the menus and submenus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your team members' information can be found under the My Team menu and submenu options. If you have issues on this page, contact your company administrator for assistance.

Note: Menus and submenu activities may vary based on your access privileges and company setup

Icons such as **Message Center**, **Calendar**, **Support**, and **Log Out** provide quick access common information and tasks. To set preferences or view your profile, click on your name a select the link.

Click on a menu to access additional resources and work-related activities. You can switch to an expanded menu to view more options.

Your Home page displays important information in sections such as **Company Mission**, **Company Events**, **Forms** and **Quick Links**.

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 **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.**

5   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.

6   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.

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