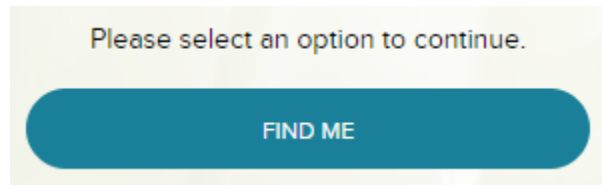


## ADP Workforce Now – First Time Registration

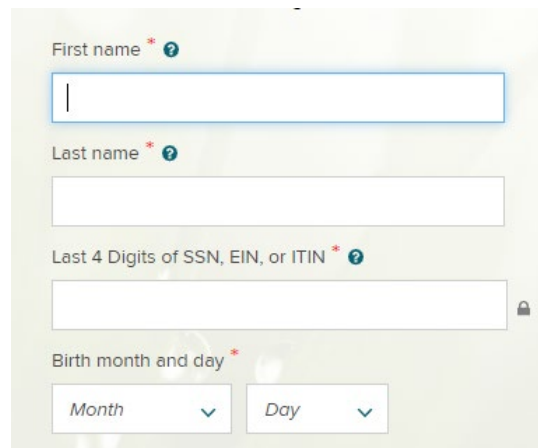
1. Go to <https://www.workforcenow.adp.com> and click “CREATE ACCOUNT”.

New user?  CREATE ACCOUNT

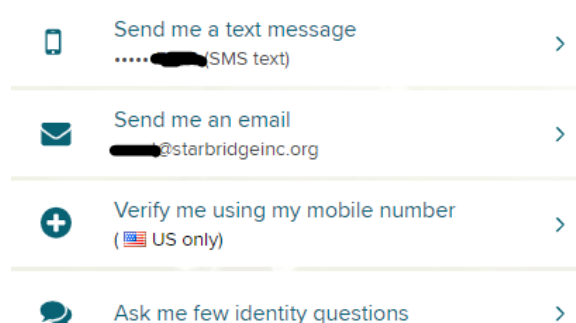
2. Click “FIND ME” and type in your information.



3. Enter identifying information, i.e. name, date of birth, etc.

A screenshot of a registration form with a light yellow background. It contains several input fields: "First name" with a red asterisk and a help icon, "Last name" with a red asterisk and a help icon, "Last 4 Digits of SSN, EIN, or ITIN" with a red asterisk and a help icon, and "Birth month and day" with a red asterisk. The birth date is split into two dropdown menus labeled "Month" and "Day". There is also a small lock icon next to the SSN/EIN/ITIN field.

4. Select an option to verify your identity.

A screenshot of a verification options screen. It lists four options, each with an icon and a right-pointing arrow: "Send me a text message" with a phone icon and "(SMS text)" below it; "Send me an email" with an envelope icon and "@starbridgeinc.org" below it; "Verify me using my mobile number" with a plus icon and "(US only)" below it; and "Ask me few identity questions" with a speech bubble icon.

5. Follow steps to create an account.
6. Click on the Message Icon along the top of the ADP screen and complete your New Hire Activity to enter your initial tax withholdings, direct deposit, and emergency contact information.

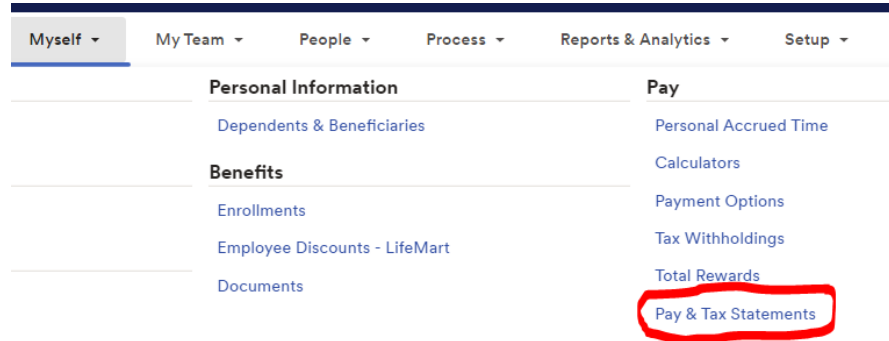


Please contact Lori Stafford, Payroll Specialist at x226 for any ADP related issues.

## ADP Workforce Now – Pay Statements, Direct Deposit, Tax Withholdings

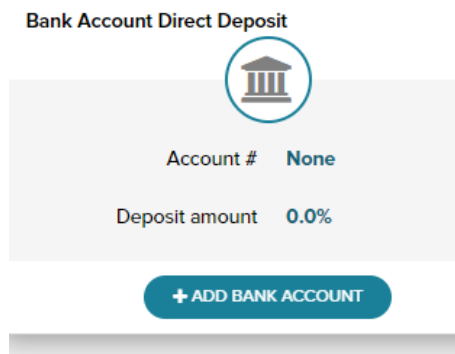
### Paystubs

1. Log in to ADP with your username and password.
2. Click on Myself – Pay - Pay & Tax Statements.



### Direct Deposit

1. Log into ADP with your username and password.
2. Click on Myself – Pay – Payment Options.
3. Click Add Bank Account and enter account number and routing number.



### Tax Withholdings

1. Log in to ADP with your username and password.
2. Click Myself – Pay – Tax Withholdings.
3. Click Edit or Start.
4. Complete form and click Done to submit for approval.

