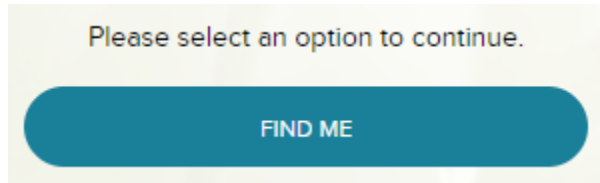


## ADP Workforce Now – First Time Registration

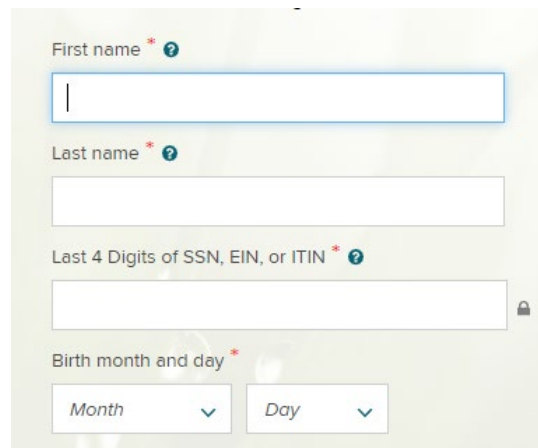
1. Go to <https://www.workforcenow.adp.com> and click “CREATE ACCOUNT”.

New user?  CREATE ACCOUNT

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



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



First name \* 

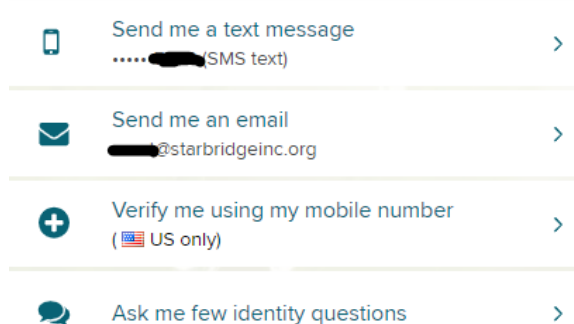
Last name \* 

Last 4 Digits of SSN, EIN, or ITIN \* 

Birth month and day \*

Month  Day 

4. Select an option to verify your identity.



 Send me a text message  
.....(SMS text) >

 Send me an email  
.....@starbridgeinc.org >

 Verify me using my mobile number  
( US only) >

 Ask me few identity questions >

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.

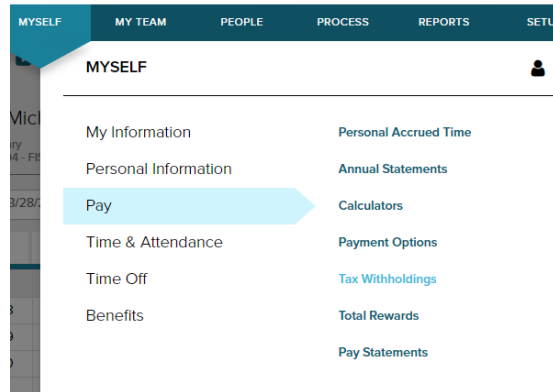


Please contact Maggie Dillard, HR Generalist at x259 for any ADP related issues.

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

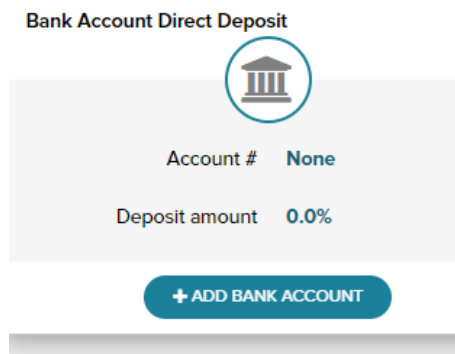
### Paystubs

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

