



Partnering with **HR Works, Inc.**

Registering for the Workforce Now Employee Self-Service Portal

Before you can access the portal you must complete the **Registration Process**.

- Log on to ADP Workforce Now: <https://portal.adp.com>
- Click the first bullet: **First Time Users Register Here**



Step 1 of 7: Enter Registration Code: **cdsbuffalo-123** and click **Next**

Register for ADP Services

Step 1
Begin Registration

Step 2
Verify Identity

Step 3
Get User ID & Password

Step 4
Select Security Questions

Step 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. Registration code refers to your company registration code (previously referred to as a "pass code") or a personal registration code (previously referred to as a personal ID code). If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code:

Step 2 of 7: Verify Identity – Enter required information (you will be asked for the last four digits of your Social Security Number and your birth month and day) and click **Next**

The screenshot shows the 'Register for ADP Services' interface at Step 2: Verify Identity. A vertical sidebar on the left lists six steps: Step 1 (Begin Registration, completed), Step 2 (Verify Identity, active), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), and Step 6 (Enter Activation Code). The main content area is titled 'Step 2 of 7: Verify Identity' and includes a privacy notice: 'ADP is committed to protecting your privacy and ensuring that only you can access your information. We ask for some personal information so we can verify your identity.' Below this are several input fields: 'Company Name' with a link 'Not your company? Re-enter your registration code.', 'Identity Type' dropdown set to 'Full SSN', 'First Name' (John), 'Last Name' (Smith), 'SSN or EIN or ITIN' (masked with 8 dots), and 'Confirm SSN or EIN or ITIN' (masked with 8 dots). A blue question mark icon is next to the SSN field.

Step 3 of 7: Get User ID & Create Password

- User ID is auto-generated by the system
- Password must be at least 8 characters long and contain at least 1 letter and 1 number
- Passwords are case sensitive
- Click **Next** to go to Step 4.

The screenshot shows the 'Register for ADP Services' interface at Step 3: Get User ID & Password. The sidebar on the left shows Step 3 as the active step. The main content area is titled 'Step 3 of 7: Get User ID & Password' and includes a welcome message: 'Welcome, New User. You will use this information to log in to your ADP service.' Below this is a section for 'Your User ID:' which is currently empty. The next section is 'Create Your Password', with instructions: 'Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.' There are two password input fields: 'Password:' and 'Confirm Password:', both masked with 8 dots. A green progress bar below the first field indicates 'Password strength: Strong'. A blue question mark icon is next to the first password field. A callout box on the right contains a mnemonic: 'The mnemonic, "The first time I traveled to a foreign country I was 9 years old" can be used to create the password "tFt2@FC1w9v0" using the following'.

Step 4 of 7: Select Security Questions & Answers

- This information will be used to verify your identity if you forget your user ID and/or password
- Click **Next** to go to Step 5

The screenshot shows the 'Register for ADP Services' interface. On the left, a vertical sidebar lists seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), Step 5 (Enter Contact Information), Step 6 (Enter Activation Code), and Step 7 (Review and Submit). Steps 1-3 are marked with green checkmarks, and Step 4 is highlighted with a dark grey background and a white arrow pointing to the right. The main content area is titled 'Step 4 of 7: Select Security Questions and Answers'. Below the title, there is a sub-header 'Security Questions and Answers' with a red asterisk. A note states: 'Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.' The form contains three question-and-answer pairs. Each pair consists of a dropdown menu for the question and a text input field for the answer. The questions are labeled 'Question 1:', 'Question 2:', and 'Question 3:', and the answers are labeled 'Answer 1:', 'Answer 2:', and 'Answer 3:'.

Step 5 of 7: Enter Your Contact Information

- Enter an email address and click the radial button **Use for Notifications**
- If you forget your user ID or need to reset your password, ADP will send updates/information to the email address provided
- Click **Next** to go to Step 6
- **To complete registration process – you will need to have access to the email address provided in this step**

The screenshot shows the 'Register for ADP Services' interface. On the left, a vertical sidebar lists seven steps: Step 1 (Begin Registration), Step 2 (Verify Identity), Step 3 (Get User ID & Password), Step 4 (Select Security Questions), and Step 5 (Enter Contact Information). Steps 1-4 are marked with green checkmarks, and Step 5 is highlighted with a dark grey background and a white arrow pointing to the right. The main content area is titled 'Step 5 of 7: Enter Your Contact Information'. Below the title, there is a sub-header 'Email Addresses' with a red asterisk. A note states: 'Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.' Below this, another note states: 'ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.' The form contains two email address input fields: 'Work:' and 'Personal Email:'. To the right of each input field is a radial button labeled 'Use for Notifications'. The 'Work:' button is selected (filled with a black dot), and the 'Personal Email:' button is unselected (empty).

Step 6 of 7: Enter Activation Code

- ADP will send the **Activation Code** to the email address provided in Step 5
- Enter Activation Code
- Click **Next** to go to Step 7

Step 6 of 7: Enter Activation Code

An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you.

Note: If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate at your earliest convenience.

sample234345@testing.com

Activation Code:

Step 7 of 7: Review and Submit

- Review the information entered
- User ID is: first initial + lastname@cdsbuffalo (i.e.: jsmith@cdsbuffalo)
- Click **Done** to complete Registration!

Register for ADP Services

Step 7 of 7: Review and Submit

Review the information on this page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID:

Security Questions and Answers

| | |
|-------------|---|
| Question 1: | What is the first and last name of your oldest nephew? |
| Answer 1: | Answer 1 |
| Question 2: | What was the first and last name of your first manager? |
| Answer 2: | Answer 2 |
| Question 3: | What was the name of your first pet? |
| Answer 3: | Answer 3 |

Contact Information

| | | |
|-------|--------------------------|-----------------------|
| Work: | sample234345@testing.com | Use for Notifications |
|-------|--------------------------|-----------------------|

Navigation: Previous, Next, Done

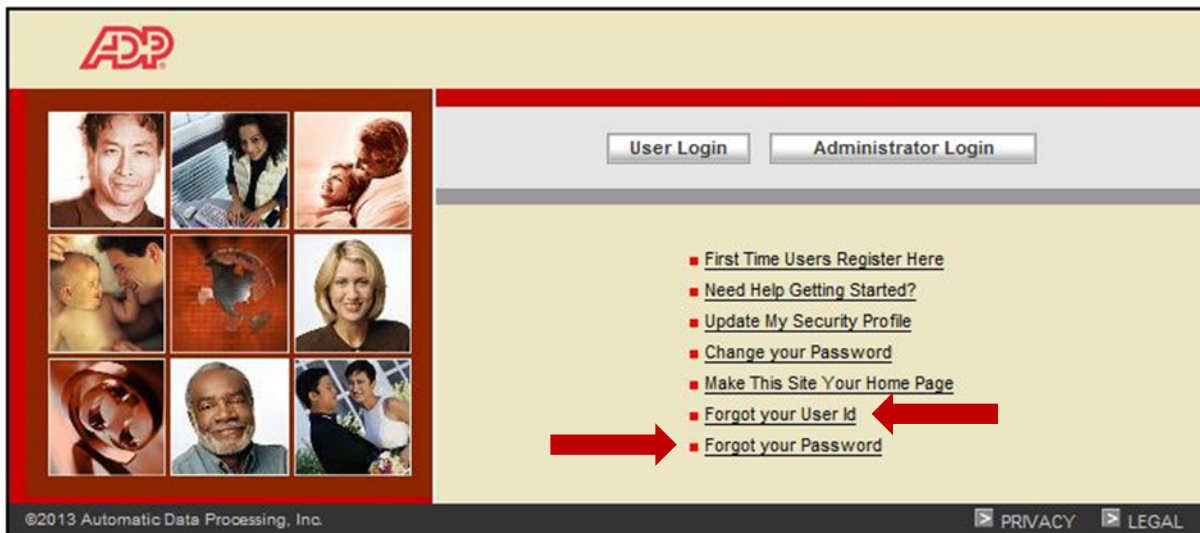
Log In to Your Account

- Click on **User Log In**
- Enter **User Name**: First Initial + Last Name@cdsbuffalo (i.e. jsmith@cdsbuffalo)
- Enter **Password** created during the Registration Process
- Click **OK**



If you forget your User Name or Password:

- Click on **Forgot your User ID** or **Forgot your Password** Link
- Follow the prompts



Need Assistance?

Contact