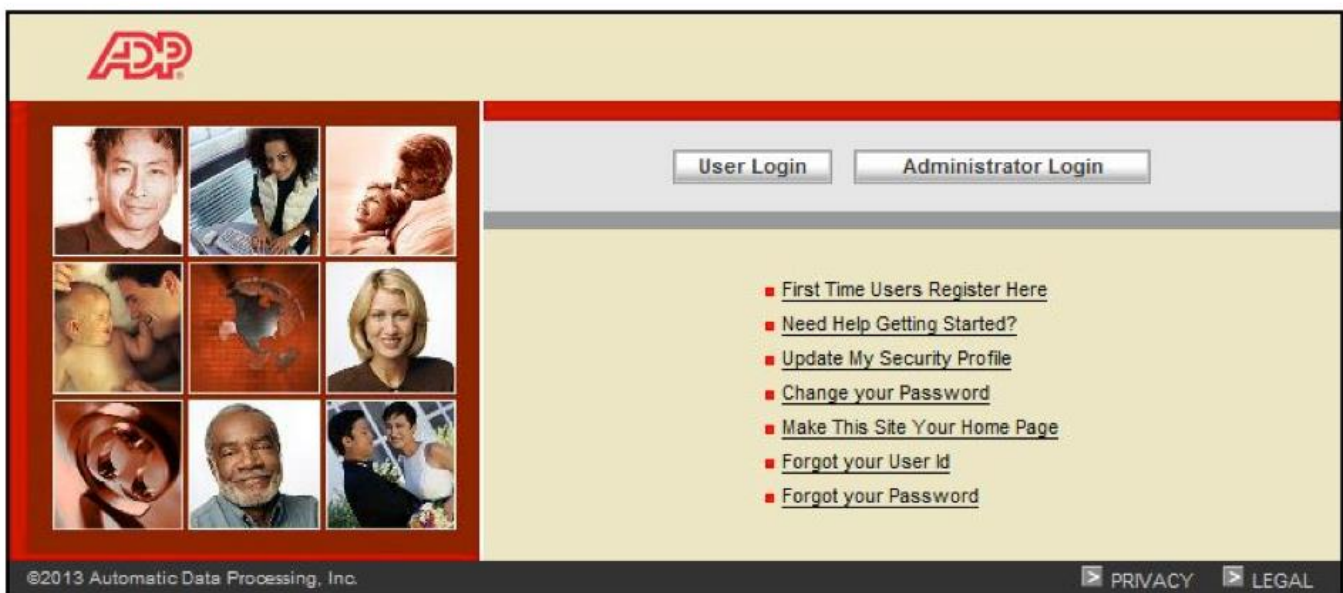


Registering for the Workforce Now Employee Self-Service Portal

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-146** and click **Next**

Register for ADP Services

Step 1 of 7: Begin Registration

Step 1: Begin Registration

Step 2: Verify Identity

Step 3: Get User ID & Password

Step 4: Select Security Questions

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**

Register for ADP Services

- 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

Step 2 of 7: Verify Identity

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.

Company Name: (Not your company? Re-enter your registration code.)

Identity Type:

First Name:

Last Name:

SSN or EIN or ITIN: ⓘ

Confirm SSN or EIN or ITIN:

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.

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

Step 3 of 7: Get User ID & Password

Welcome, New User
You will use this information to log in to your ADP service.

Your User ID:

Create Your Password
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.

Password: *
Password strength: Strong

Confirm Password: *

The mnemonic, "The first time I traveled to a foreign country I was 9 years old" can be used to create the password "tFtIt2@FC1w9y0" 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

Register for ADP Services

Step 4 of 7: Select Security Questions and Answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Security Questions and Answers

Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Step 1 Begin Registration	<input type="checkbox"/>
Step 2 Verify Identity	<input type="checkbox"/>
Step 3 Get User ID & Password	<input type="checkbox"/>
Step 4 Select Security Questions	<input checked="" type="checkbox"/>
Step 5 Enter Contact Information	<input type="checkbox"/>
Step 6 Enter Activation Code	<input type="checkbox"/>
Step 7 Review and Submit	<input type="checkbox"/>

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

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 a registration form titled "Register for ADP Services". On the left, a vertical navigation bar lists five 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). Step 5 is highlighted with a dark grey arrow pointing to the right. The main content area is titled "Step 5 of 7: Enter Your Contact Information" and contains the following text: "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, a sub-section titled "Email Addresses" provides instructions: "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." There are two rows of input fields. The first row is labeled "Work:" and has a text input field followed by a checked radio button under the heading "Use for Notifications". The second row is labeled "Personal Email:" and has a text input field followed by an unchecked radio button under the heading "Use for Notifications".

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 1 Begin Registration	✓	<h3>Step 6 of 7: Enter Activation Code</h3> <p>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.</p> <p>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.</p> <p>sample234345@testing.com Activation Code: <input type="text"/></p>
Step 2 Verify Identity	✓	
Step 3 Get User ID & Password	✓	
Step 4 Select Security Questions	✓	
Step 5 Enter Contact Information	✓	

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 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 ✓

Step 7 Review and Submit

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
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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:



ADP

User Login Administrator Login

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

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