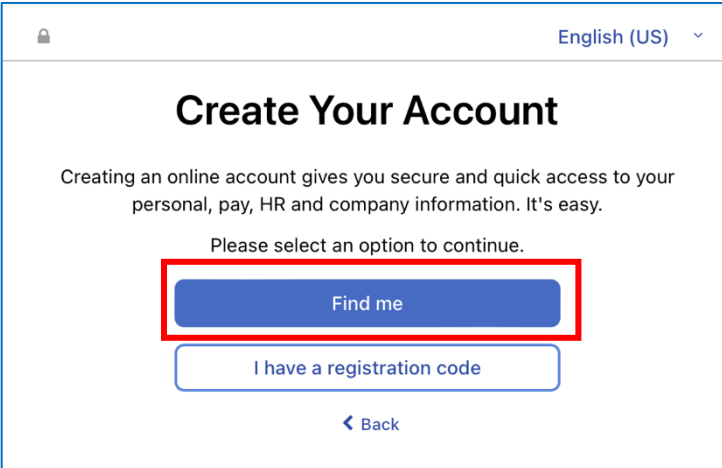


ADP: Finding Your Username and/or Resetting Your Password

This guide will help the user to find their ADP username and reset/change their ADP password.

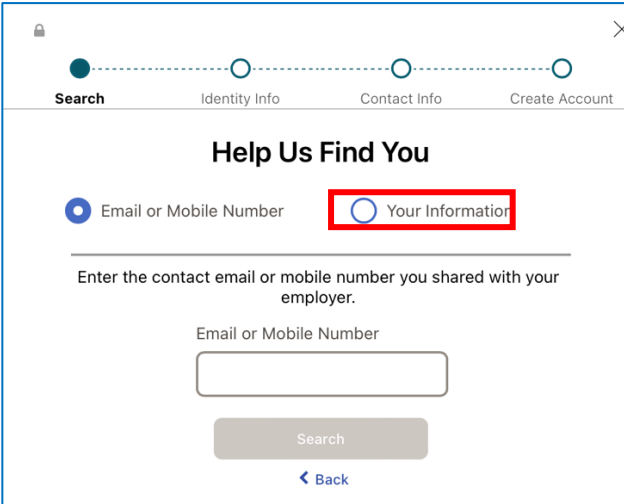
Finding Your ADP Username

1. Navigate to the ADP website:
 - <https://netsecure.adp.com/pages/sms/ess/v3/pub/ssr/theme.jsp?returnUrl=https%3A%2F%2Fworkforcenow.adp.com&callingAppId=WFN>
2. Click the “Find Me” button



The screenshot shows the 'Create Your Account' page. At the top right, there is a language selector set to 'English (US)'. The main heading is 'Create Your Account'. Below it, a sub-heading reads: 'Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.' A prompt says 'Please select an option to continue.' There are two buttons: 'Find me' (highlighted with a red box) and 'I have a registration code'. At the bottom, there is a '< Back' link.

3. Select the “Your Information” bubble.



The screenshot shows the 'Help Us Find You' page. At the top, there is a progress indicator with four steps: 'Search' (selected), 'Identity Info', 'Contact Info', and 'Create Account'. The main heading is 'Help Us Find You'. There are two radio buttons: 'Email or Mobile Number' and 'Your Information' (highlighted with a red box). Below the radio buttons, there is a text input field labeled 'Email or Mobile Number' and a 'Search' button. At the bottom, there is a '< Back' link.

ADP: Finding Your Username and/or Resetting Your Password

4. Enter your information including your social security number and click “Search”.

Search Identity Info Contact Info Create Account

Help Us Find You

Email or Mobile Number Your Information

Enter the personal information you shared with your employer.

First Name * Last Name *

Date of Birth * Country *

Social Security number

[Back](#)

Result

User ID will display.

We found your account

You are already registered with us. Let us help you sign in.

Name

Organization

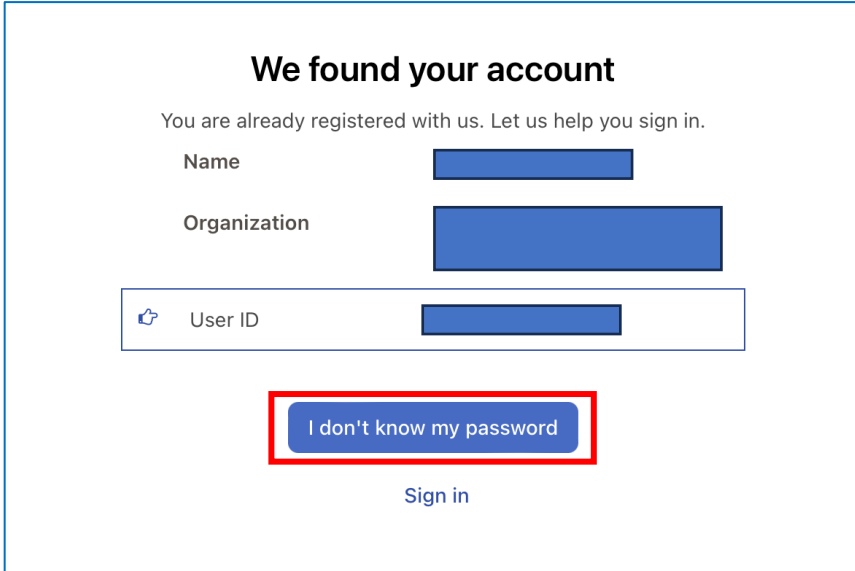
User ID

[Sign in](#)

ADP: Finding Your Username and/or Resetting Your Password

Resetting Your Password

- Repeat the steps for “Finding Your ADP Username” above.
 1. Click “I don’t know my password”




We found your account

You are already registered with us. Let us help you sign in.

Name

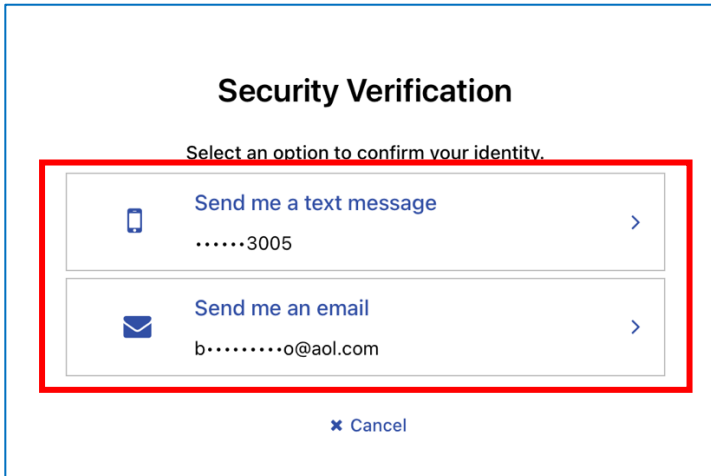
Organization

 User ID

I don't know my password


[Sign in](#)


2. Choose the form of verification you would like. Verification can be sent via email or text message.
 - The email and phone number used will be those you have on file with ADP.



Security Verification

Select an option to confirm your identity.

 Send me a text message [>](#)
.....3005

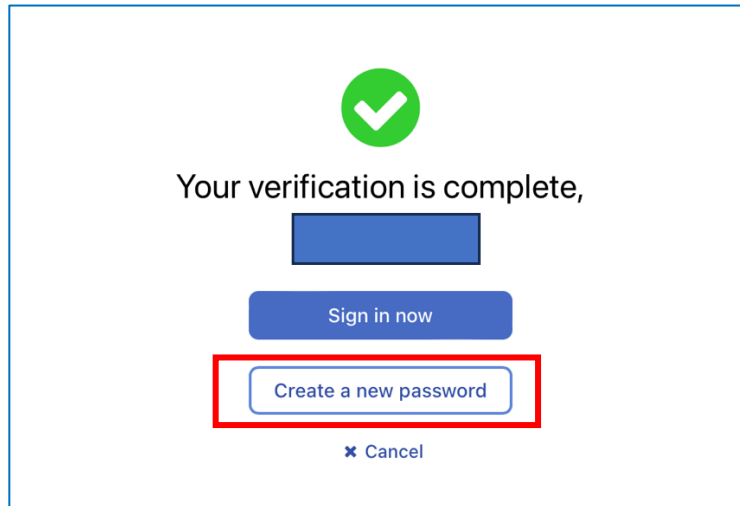
 Send me an email [>](#)
b.....@aol.com

[✕ Cancel](#)

ADP: Finding Your Username and/or Resetting Your Password

Result

An email or text message will be sent and prompt you to the screen below. Select “Create a new password” to reset/change your password.



ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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