# ADP Registration

- Once you have been added into ADP, you will receive an automated email from ADP with a registration link. You will follow the directions in that email to get to the ADP website.
- You will also receive an email from People & Culture letting you know that you have been added to ADP, this email will also include directions on how to get logged in.

To monitor your Pay, Direct Deposit and Benefits Register now to use the ADP Workforce Now Self Service portal and get secure access to this and other personal information anytime, anywhere.

| ① | ② | ③ |
|---|---|---|
| Go to Find Me | Create your account | Activate your account |
| Search Email Address | | |

Register Now ⟵ Select the Register Now button.

Register Now to access and manage all your Information

| Pay & Tax Statements | Total Rewards | Payment Options | Personal Information |
|---|---|---|---|
| 📄 | ⭕ | 🏛️ | 🗂️ |

# **Creating an account**

1. Go to https://workforcenow.adp.com. This is the link that is provided in the email from ADP. Once you are in ADP select "**Get Started**" at the bottom of the screen.

**ADP**

Welcome to ADP®

User ID

☐ Remember user ID

Need help signing in?          Next

New user ? Get started ⟵

boundless
inspiring the potential of people

# Creating an account

2.You will register using the **Find Me** button. Please do not use 'I have a registration code'

## Create Your Account

Creating an online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

**Find me**

I have a registration code

‹ Back

boundless
inspiring the potential of people

# Creating an account

3.Follow the steps to create your account

If you select Email or Mobile Number and have had an account with ADP previously, you may be prompted to select the 'Your Information' option.

Search — Identity Info — Contact Info — Create Account

## Help Us Find You

● Email or Mobile Number    ○ Your Information

Enter the contact email or mobile number you shared with your employer.

Email or Mobile Number

[                    ]

Search

‹ Back

# Creating an account



If you are prompted to fill in the 'Your Information' option, please fill in the necessary information.

Under 'Identity Info' you will select I Am Boundless, Inc. and then complete the rest of the steps.

# Logging In

Once your account is set up, simply enter in your information that you set up.

Your username will never change, that will always be your username for your I Am Boundless account.

There is an ADP app. The app **DOES NOT** support clocking in and out. You **WILL NOT** be able to clock in and out from the app. You will have to log in from the website to clock in and out.

You can check your paystubs through the app.