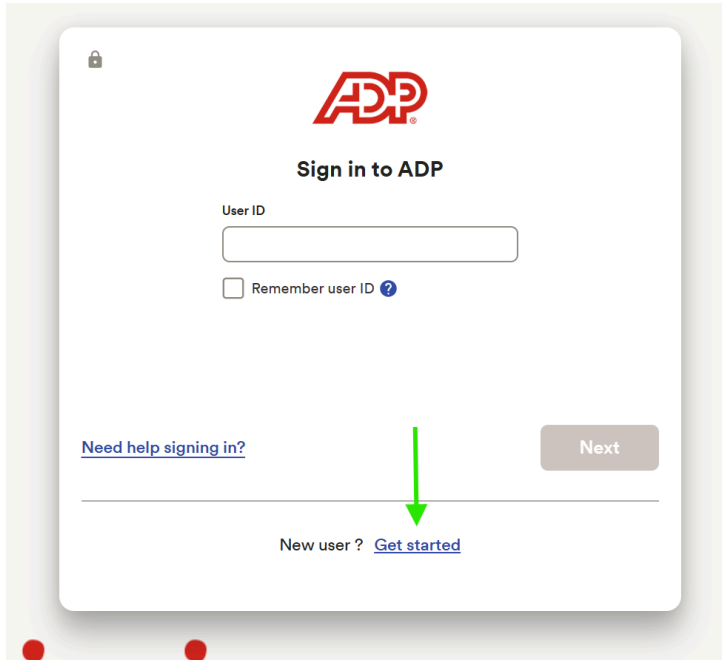
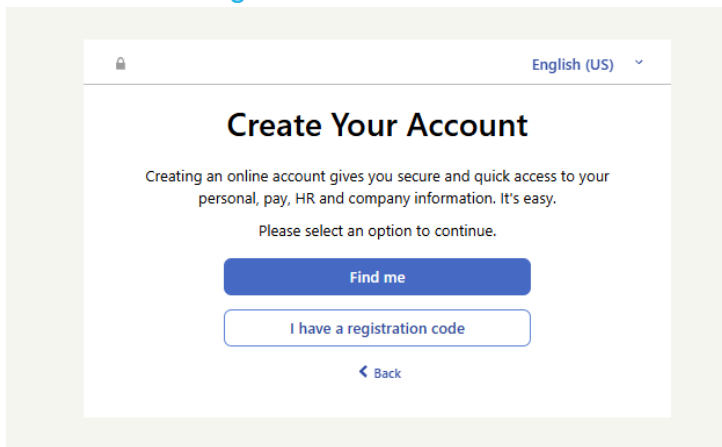


## How to Register in ADP

1. You should receive a registration code from ADP via email within 3 days after your separation date.
2. Go to <https://workforcenow.adp.com/> or click on the link from the ADP email.
3. Click on “Get started”



4. Click on “I have a registration code”



5. Enter the registration code you've received in your email and continue.

*\*Please note that the personal registration code (PRC) expires in 15 days after issuance.*

- If your PRC has expired, you may select the **"Find me"** option and proceed with the verification process instead.

- If you do not receive the registration code within 3 days after the separation date, it is likely that you have already registered and have created a user ID and password in the past. Please proceed with your login. If you don't remember your login, you may proceed with the **"need help signing in"** option to retrieve your user ID/password.