ADP Self Service Registration Quick Reference Card
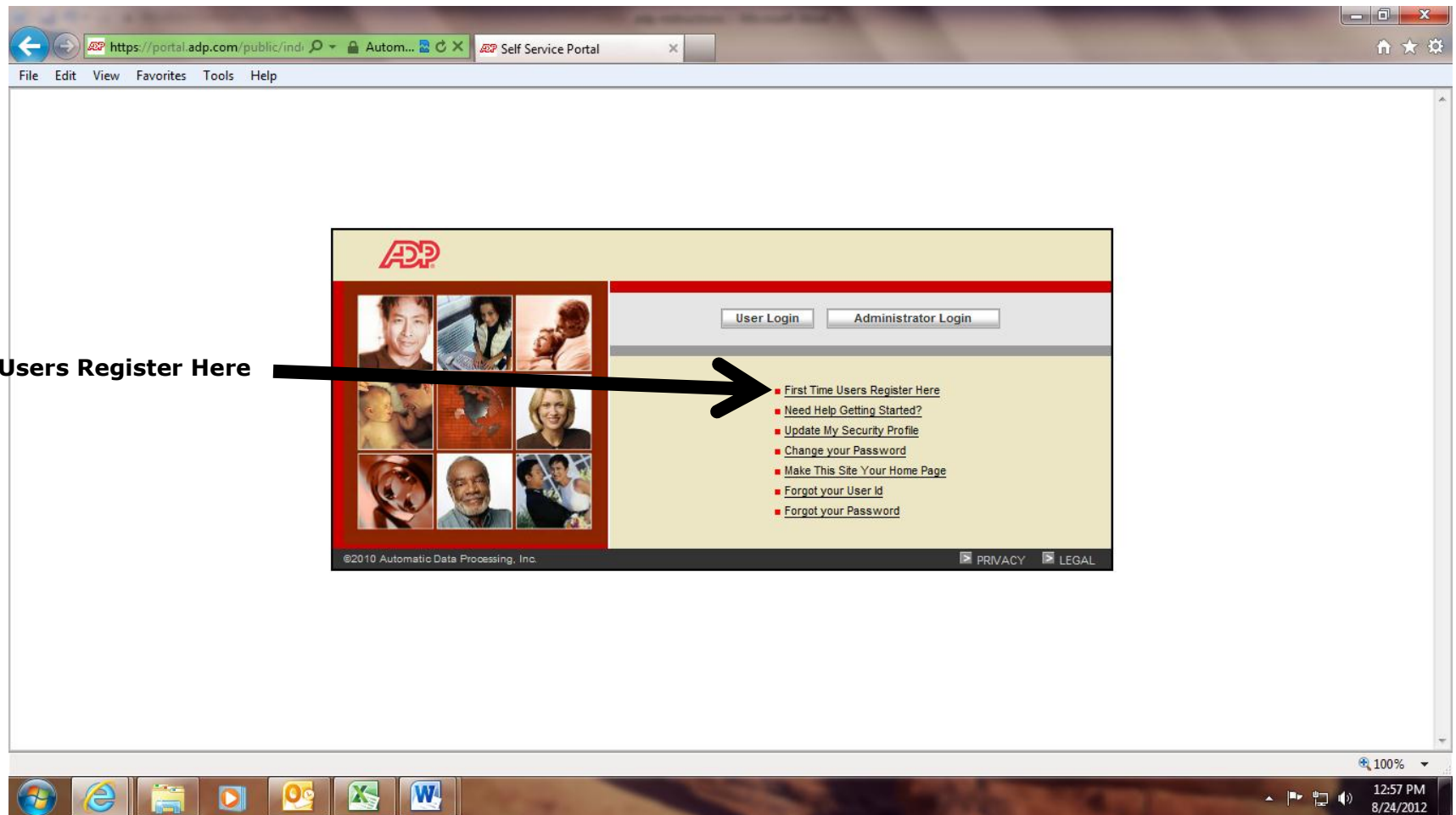
The first step is to log on ADP Workforce Now. To do so, go to https://portal.adp.com.

The first time you log on, you must complete a registration process. If you have any questions or concerns, please contact Melissa Young at 410-224-4205 x123 in the Annapolis Office or April Krauth 301-863-8870 x25 in the Lexington Park Office.

Click **First Time Users Register Here**

Step 1: You will enter the registration code: **baycomm-1225**   The registration code is not case sensitive.   Click **Next.**

Within the browser screenshot:

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 1 of 7: Begin Registration

Enter the registration code that you received from your employer or ADP. If you do not have this information, contact your company administrator. Registration code is not case sensitive.

Registration Code: *   baycomm-1225

Enter **baycomm-1225** in the space provided.

Click **Next** at the bottom of the page

Step 2: You must enter your First Name, Last Name, and SSN twice. Click **Next**.

Step 3: This will give you your User ID (ensure to write it down) and create your password. Enter your password twice. Click **Next**.

> **Important:** You should make a note of your user ID and password and keep them in a safe place. You'll need them to log on to ADP system.

Register for ADP Services

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Step 3 of 7: Get User ID & Password

Welcome, Dominique M Thomas
You will use this information to log in to your ADP service.

Your User ID: DThomas@baycomm

> This is where you User ID will be found it will end in @baycomm. Please ensure to write your User ID down.
> **(DThomas is for example purposes only)**

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: Good

Confirm Password: *

> Enter Password twice 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. It will let you know your Password strength (The stronger the better for security purposes).

◀ Previous   ▶ Next   ✔ Submit

Step 4: Enter your security-related information (This is to protect your account, the information you enter will be used to verify your identity if you forget your user ID or password). After selecting each question and filling in your answers, Click **Next**.

Use the down arrows to see the questions offered, select a question and fill in your answer. You must select 3 questions.

Important: The security questions and answers are used if you forget your logon credentials so be sure to choose information that you can remember. You should make a note of your answers and keep them in a safe place.

Click **Next**.

Step 5: You must 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. Click **Next**.

The screen shows:

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 5 of 7: Enter Your Contact Information

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.

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 message with your temporary password and/ or user ID.

Email Addresses
Select at least one email address to use for notifications.

Use for Notifications

Work Email: thomasd@baycss.org ⦿

Personal Email: dmthomas83@gmail.com ○

You must enter at least one email address and you must select with one you want to use for notifications.

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/ or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. Terms and conditions.

Office: 301-863-8870   10

Work Mobile: ☐ I authorize ADP to send my login information to this phone at my request.

Personal Mobile: ☐ I authorize ADP to send my login information to this phone at my request.

The office and mobile phone entries are optional, it can be used if you forget your login information; ADP can send you a text message with your temporary password and/ or user ID.

You must check the box next to work/personal mobile to authorize ADP to send text messages to your phone.

[Previous] [Next] [Submit]

Click NEXT

Step 6: An activation code will be sent to your email and/mobile phone numbers you have given. Enter that activation code to activate your account. Then 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 7 Review and Submit	

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.

Didn't receive a code? View Help

thomasd@baycss.org
Activation Code:

You will have to sign into your email or check your text messages on your mobile phone (if you asked to receive text messages). Enter the activation code in the space provided.

Click NEXT.

◀ Previous   ▶ Next   ✓ Submit

Step 7: Review the information on the page; click Submit to confirm and continue. To make changes, use the left navigation options or click Previous.

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: DThomas@baycomm

Security Questions and Answers

Question 1:   What was your childhood nickname that most people do not know?
Answer 1:
                 boots

Question 2:   In what city was your father born? (Enter full name of city only)
Answer 2:
                 charleston

Question 3:   What was the name of your first pet?
Answer 3:
                 simba

Contact Information

Work Email: thomasd@baycss.org   Notification Activated

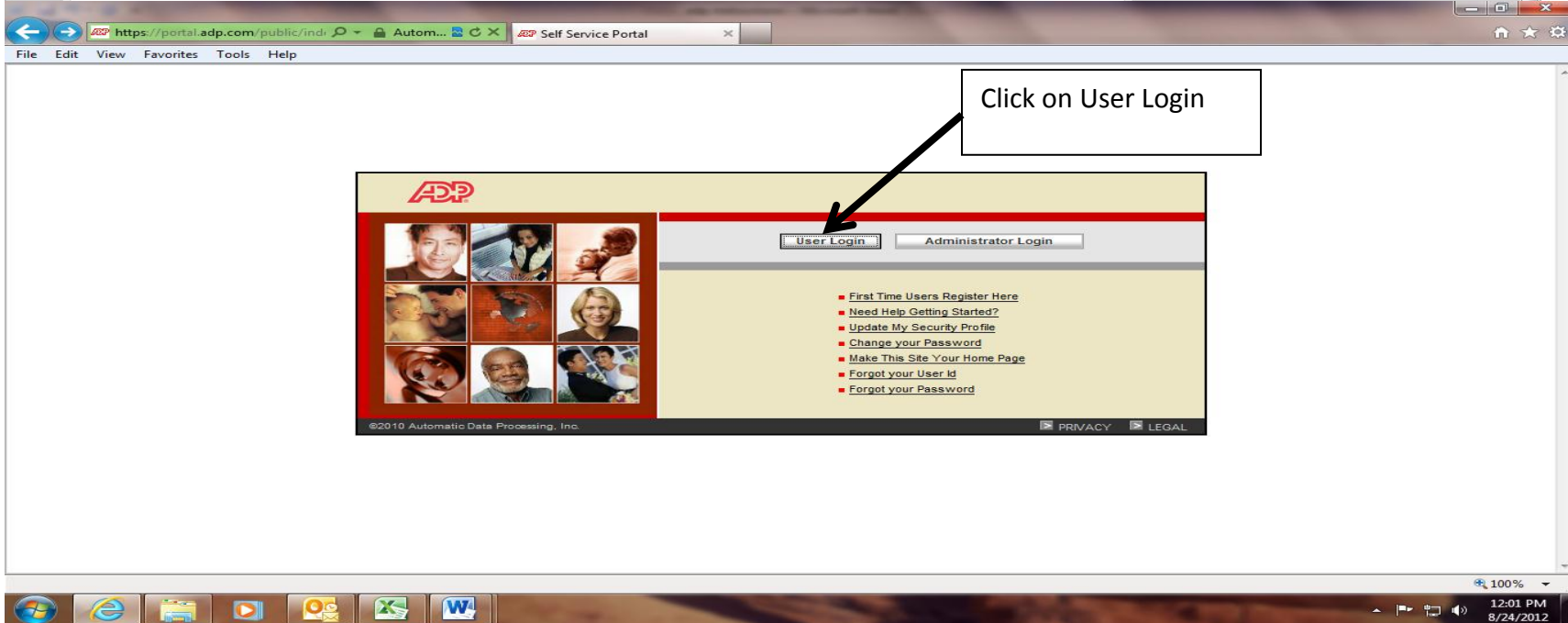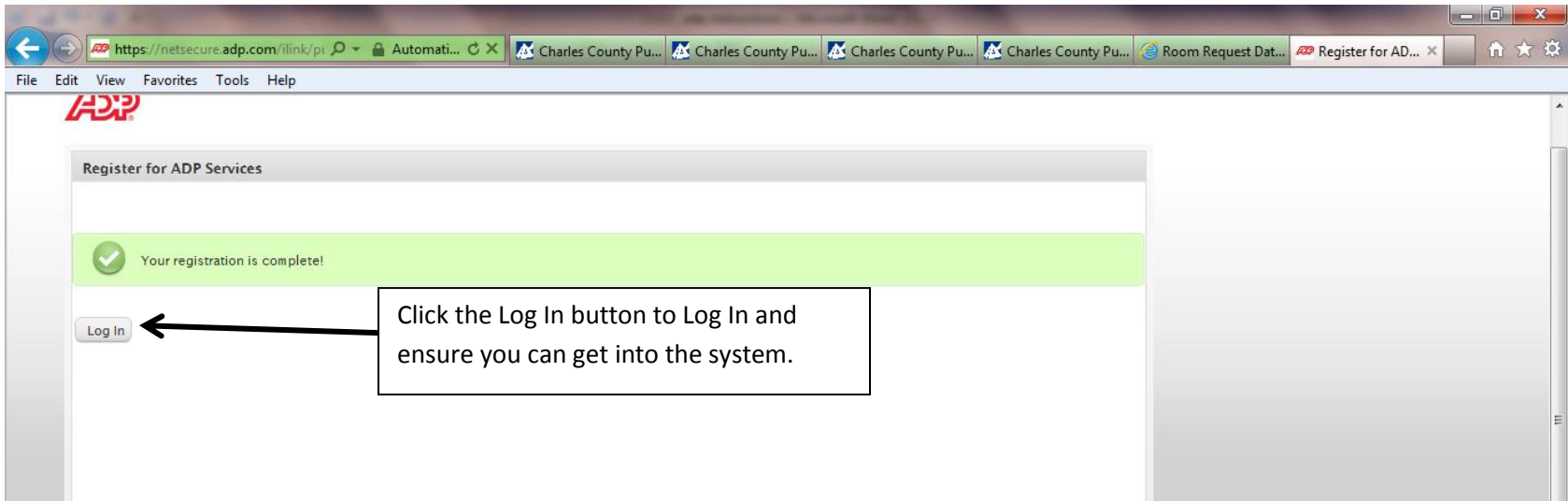Personal Email: dmthomas83@gmail.com

Work Phone: 301-863-8870

Verify all the information on this page to ensure it is correct. Your questions will be unique to you. This information and questions are for **samples only**.

To make changes, use the left navigation options or click Previous.
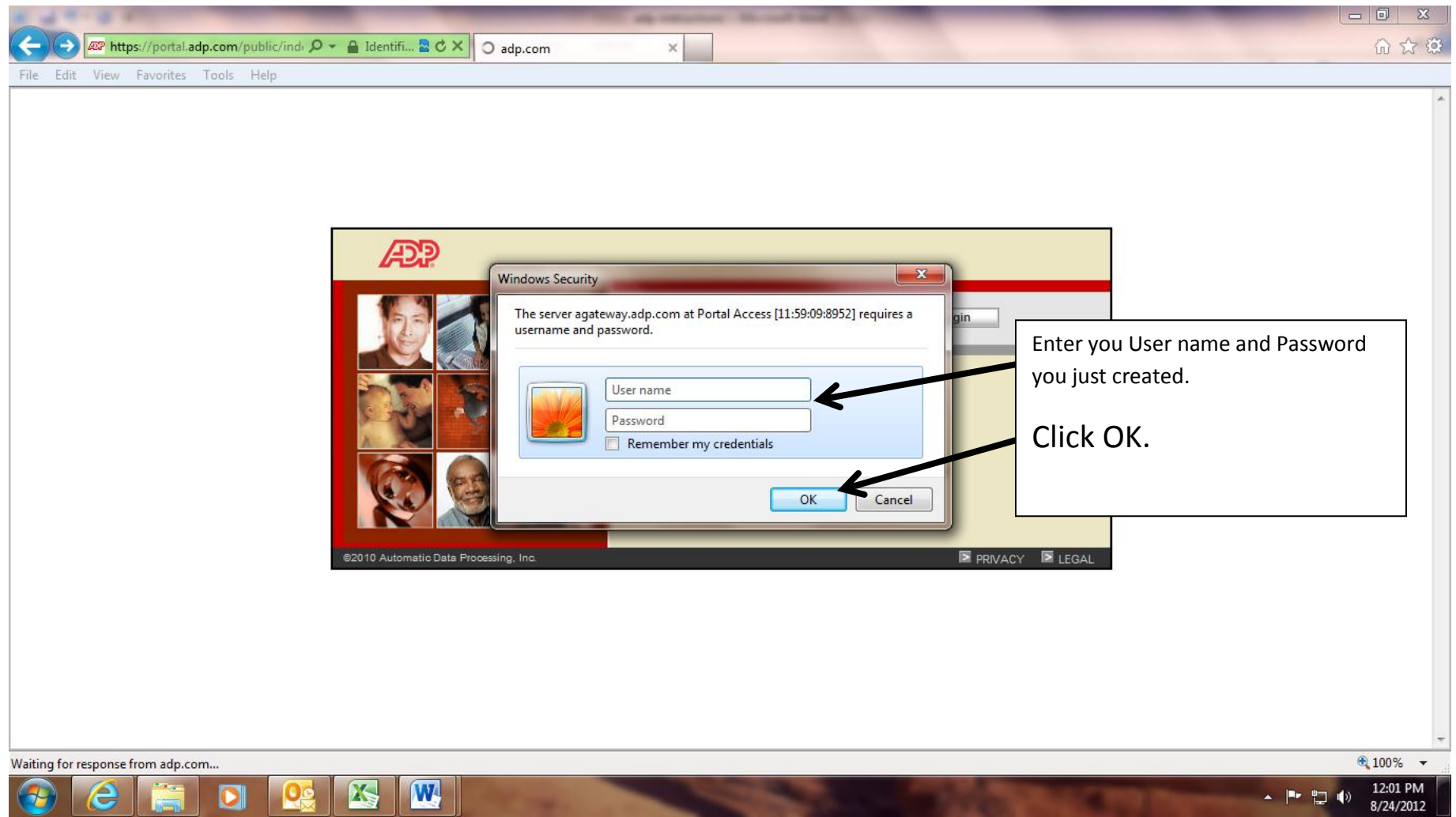
◄ Previous   ► Next   ✔ Submit

Click **Submit** if all information is correct

If you have completed the steps successfully, you will see this screen, your registration is complete!

Click Log In.   Next Click User Login to enter your Login Information.   Each time you will log in at https://portal.adp.com

Register for ADP Services

Your registration is complete!

Log In

Click the Log In button to Log In and ensure you can get into the system.

Click on User Login

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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PRIVACY   LEGAL

Enter you User name and Password you just created. Click OK.

Enter you User name and Password you just created.

Click OK.

CONGRATULATIONS!! If you have reached this screen, you have successfully logged in to the ADP Time and Attendance System. Please ensure to keep your User Name and Password in a safe place and ensure NO ONE has access to your information.